



LET US PREVENT

HARASSMENT AT WORK

AT ECOPETROL



Excessive workload for a collaborator while others work regular hours, may be considered a case of harassment at the workplace.

LET US PREVENT
HARASSMENT
AT WORK
AT ECOPETROL

CONTENT

	Page
Objective	2
What is not harassment	3
at work What is	5
harassment at work	5
Modalities	11
Preventive actions to improve the work environment	12
Working Coexistence Committee	



OBJECTIVE

With this document, Ecopetrol seeks to prevent work harassment cases in the Company, and to convey the measures that are in place to assess this type of situations.

With Law 1010 of 2006, the Colombian State seeks to prevent situations at work against human dignity, which framework of action is inside and outside the Company.

Companies are responsible for informing, preventing, and correcting any form of outrage.

At Ecopetrol, we have established the Work Coexistence Committee, which is intended for agreements between the parties in conflict and, should these not be achieved, the cases are transferred to other instances in charge of sanctioning, namely labor judges, or the General Prosecutor Office, as applicable.

“ Verbal abuse is any insulting or outrageous expression that is harmful to moral integrity or any behavior against self-esteem and dignity. ”





WHAT IS NOT HARASSMENT AT WORK?

To generate a complaint on such account, said action should be classified as workplace harassment. To delve deeper on it, let us first know what situations are not considered workplace harassment, as they are typical of the leader-collaborator, collaborator - leader, or colleague relationships.

“For said actions not to be considered workplace harassment, they must be justified, based on objective and non-discriminatory criteria, and should be conducted appropriately.”

These cases of NO workplace harassment can be summarized as follows:

- **Actions to exercise disciplinary power.**

For example: a warning from a person in a leadership role to a collaborator for non-compliance with work hours, with the intent of correcting such behavior.

- **Loyalty requirements.**

For example: include in the employment contract the exclusivity clause so that the workers are not allowed to work for another company in the same activity for which they are employed at Ecopetrol.

These cases of NO workplace harassment can be summarized as follows:

- **Request for technical requirements or improvement of work quality.**

For example: public communication on the adjustment of compliance with corporate goals or guidelines for conducting performance evaluations to measure the progress of the individual objectives of employees.

- **Request for additional collaboration in case of emergency.**

For example: be available and ready to help in emergency operational and other urgent situations.

- **Administrative actions or efforts to terminate the employment contract, based on a legal or just cause, pursuant to the Labor Code or the public function legislation.**

For example: call the worker to discharge proceedings for putting the Company's equipment at serious risk due to presumed negligence.

- **Request to fulfill personal and citizen obligations.**

For example: Communication from the immediate boss regarding proper fulfillment of their duties and human rights concerning their co-workers and third parties.

- **Request to fulfill obligations as a worker.**

For example: request a worker to have periodic occupational medical examinations or attend medical check-ups after having suffered a disabling work accident.

- **Requirements regarding compliance with the stipulations contained in the regulations and terms of employment contracts.**

For example: require the worker to use the uniform provided by the Company during the work shift.

- **Requirements regarding fulfillment of obligations, duties, and prohibitions pursuant to the applicable disciplinary law.**

For example: remind the staff that they should not receive rewards or gratuities in cash or in kind, be it directly or through their relatives, from the Company's contractors.

Any action seeking to obstruct work performance, or make it more burdensome, or to delay it, thus harming the worker, may be considered workplace harassment.

WHAT IS HARASSMENT AT WORK?



Harassment at work is any persistent, evidenced behavior exerted against a worker by the employer, line manager or supervisor, colleague or subordinate, which is intended to instil fear, intimidation, terror, anguish, work damage, generate demotivation at work, or induce resignation.

Persistent, demonstrable adjectives are key for determining whether the event should be considered workplace harassment or not. If it occurred only once, it cannot be classified as harassment (exceptionally, a single hostile act will suffice to prove workplace harassment); similarly, if there is no evidence to prove the situation, it is not possible to configure workplace harassment.

MODALITIES



Mistreatment at Work

Mistreatment at work is any act of violence against physical or moral integrity, physical or sexual freedom, and property of whoever works as an employee or worker. Physical, verbal, or moral abuse are part of this category.

Examples of physical or sexual abuse are:

- Repeatedly damage the workers' personal belongings on their desk.
- Making offensive sexual statements to a member of the work team.



Verbal mistreatment

Any insulting or outrageous verbal expression that harms the moral integrity, or the right to privacy rights and reputation of those who are part of a working relationship, or any behaviour aimed at undermining the self-esteem and dignity of those who are part of any working relationship.

Examples of verbal mistreatment:

- With each petty-cash shortage in the area, the leader publicly states that the worker responsible for the petty-cash is a "thief".
- A supervisor who always states in public that the ideas or work presented by a member of the team is poor, mediocre, or bland.



Persecution at work

Any conduct that is evidently arbitrary and intended to induce the resignation of a team member, through disqualification, excessive work burden, and permanent changes of schedule that can cause demotivation at work.

An example of persecution: employees who must work late at night or from home, while in sick leave, or on weekends, by the imposition of their immediate boss to prepare reports and balance sheets, while their co-workers only work their normal weekday hours.



Work Discrimination

Any differential treatment on the grounds of race, gender, national or family origin, religious belief, political preference, or social situation that is not reasonable at all from a work perspective.

For example: No salary increases due to alleged poor annual performance evaluation only to people who claim to be fans of a soccer team.



Obstruction at work

Any action seeking to obstruct work performance or make it more burdensome, or retard timing thus harming the worker or employee.

For example: A crew of workers often hide and damage a worker's personal protection equipment.

These are actions that obstruct work, including deprivation, concealment or disablement of materials, work documents or instruments, destruction or loss of information, concealment of electronic correspondence or messages.



Inequality at work

This refers to the assignment of functions to the detriment of a member of the team.

For example: An area leader assigns various tasks to an IT technical person, who holds a position in the Company's technology area.



Lack of labor protection

Any conduct intended to undermine the integrity and safety of the worker through orders or functions without complying with the minimum requirements for the workers' protection and safety.

For example: The person who supervises the process constantly assigns a team member to an activity without having attended work at height training for conducting welding tasks on the roof of storage tanks.

WORKPLACE HARASSMENT

This is a guide for leaders and team members, which is aimed at preventing the occurrence of these situations in their labor relationships. Similarly, this list becomes a highly valuable tool for the performance of the Working Coexistence Committee.

Law 1010 of 2006 presumes that workplace harassment can be caused when the following behaviors occur repeatedly and publicly:



A

Acts of physical assault, regardless of their consequences.

B

Insulting or outrageous expressions against an individual, by swearing or making allusions to race, gender, nationality or family origin, political preference, or social status. **For example**, people who, from the first day of work, give a worker a nickname.

C

Professionally disqualifying hostile and humiliating comments in front of the work team. **For example**, the person with an area leadership role who during project progress meetings always expresses disbelief about the quality of the professional title held.

D

Unjustified threats of dismissal expressed in the presence of colleagues. **For example**, the project coordinator who, on the cut-off dates and progress meetings verbally warns a single worker, in relation with an assigned task, that if it is not completed on time, he will be dismissed from the Company.

E

Multiple disciplinary complaints linked to any of the active bullying parties, whose recklessness is evidenced by the outcome of the respective disciplinary procedures. **For example**, someone who repeatedly files complaints about the failure to comply of a colleague, such as alleged theft, coming to work under the influence of alcohol, mistreatment of other co-workers, etc.

F

Humiliating disqualification of proposals or work opinions in the presence of colleagues. **For example**, the group leader who, in the middle of the subordinates workstations yells at a worker every day that a five-year-old child would do the work better.

G

Public teasing in regard to physical appearance or way of dressing. **For example**, every morning when a female worker walks into the office, her co-workers loudly tease her about her clothes.

H

Public allusion to facts pertaining to a person's privacy. **For example**, mention intimate situations of a female worker during a work team lunch.

I

The imposition of duties ostensibly unrelated to working duties. Evidently disproportionate demands on the requested work duties, or an abrupt change of either the workplace location, or the job duties without any reasonable grounds for such company's technical need. **Some examples are:**

- A boss who asks a worker to stay in the office until he finishes his workday, even if this means staying late at night and without any job to be done.
- Request for area reports only to one worker, without sufficient reason for it.
- Transfer of work site every shift start, without sufficient reason to do so.

J

Requirements regarding working hours and shifts: Excessive working hours requirements regarding the contracted or legally established workday; sudden changes of the work shift and permanent requirement of working on Sunday and public holidays without any objective reason based on company needs, or as discrimination against other workers or employees. **Some examples are:**

- The supervisor who always interrupts the worker's rest period within his work shift.
- The worker who for three continuous months works every Sunday and holidays, without rest or compensatory days. When these days are scheduled and then canceled without justification.

K

Discriminatory treatment: Evident discriminatory treatment with respect to other employees as to granting worker rights and privileges and job duty imposition. **For example:** The only worker (mother who is head of household) in an electrician's crew, who is never granted permission to accompany her children to medical appointments, while her colleagues are always allowed to do so when they need it.

L

Refusal to provide the necessary materials and information that are essential to fulfill their duties. **For example,** the colleague who fails to deliver customer emails or communications, which delays or causes the worker to miss product delivery dates.

M

Deny permits and licenses without justification: A clearly unjustified refusal to grant permits, sick leave, ordinary leave, and vacation, when the legal, regulatory or conventional conditions to do so exist. **For example,** a worker who for six consecutive years has not taken vacation, either because they are not authorized when requesting them, or because they are canceled the day before they are to start.

N

Anonymous: Anonymous phone calls and virtual message containing libelous, offensive, intimidating material, or subjecting a person to a social isolation condition. **For example,** a worker who joins a new area where all her colleagues are older than her and she is not invited to lunch, not allowed to join group activities, or when she goes to the cafeteria, all her colleagues keep quiet and leave immediately.



Keep in mind that each case will be analyzed by the Coexistence Committee or, otherwise, by the competent authority. Depending on the circumstances and the seriousness of the behavior reported, the occurrence of workplace harassment will be determined.

According to the law, exceptionally, a single overt act shall be sufficient to determine workplace harassment. The competent authority will assess such circumstance, according to the seriousness of the reported conduct and its capacity, per se, to offend human dignity, life and physical integrity, sexual freedom, and other fundamental rights.

When the reported conducts are of private occurrence, they must be proven by the evidence recognized in the civil procedural law.



PREVENTIVE ACTIONS TO IMPROVE THE WORK ENVIRONMENT

At Ecopetrol, we strive for having a good work environment; therefore, the Company takes annual measurements to determine progress or warnings in the work environment, and has implemented cross-cutting and vertical plans, according to the needs of each area and/or business.

Similarly, the Company reinforces ethics and values, based on prevention, to avoid the occurrence of acts against respect, responsibility, and integrity.

It is worth noting the following in accordance with the diversity and inclusion policy: **"Ecopetrol rejects any form of discrimination, and we promote respect, value differences, development of equitable conditions, inclusion and neutrality of practices, regardless of nationality, religion, race, culture, sexual orientation, and gender identity."**

**To report cases that could go against ethics,
Ecopetrol has complaint channels available, such as**



The website:

www.ecopetrol.com.c

Toll free line:

01800 9121013

Bogota Line:

310 315 8600 Ext. 43900



WORKING COEXISTENCE COMMITTEE

The main objective of this committee is to lead the implementation of mechanisms for the prevention and solution of workplace harassment, with the aim of preserving labor harmony in the Company.

The law established, without limitation, the following characteristics for the Working Coexistence Committee:

Internal	➤	The legislators privilege INTERNAL actions against harassment. Although this does not exclude making other authorities aware, the Committee addresses the cases of workplace harassment internally, additionally meeting the following three characteristics:
Confidential	➤	The members of the committee must be responsible for the CONFIDENTIALITY of the information obtained in the performance of their duties. This is a condition to generate TRUST within the Company.
Conciliatory	➤	The function of the committee is NOT PUNISHMENT. Its purpose is “recovery of the coexistence” . (Reconcile)
Effective	➤	With its actions, it must ensure that a good working environment is reestablished. This feature is a prerequisite of the previous one.

Specific cases of workplace harassment must be dealt with in the Working Coexistence Committee, which was created since the end of 2012 to preserve the Company's working harmony.

The workers' group has two representatives who are elected by popular vote, while the Company also has two representatives that are freely appointed by the company. All members have their respective alternate.



For resorting to the Coexistence Committee, you must send your case, with the respective evidence, to the email **comitedecovivencia@ecopetrol.com.co**, stating the reasons for the disagreement and accrediting the evidence that is to be asserted.

Once the complaint has been filed, the committee assesses the complaint and decides whether or not to admit the case. In any of the two assessments, the result will be conveyed to the person who filed the complaint.

If the complaint is admitted, an investigation will be conducted to determine the veracity of the case, and additional testimonies or evidence will be sought, as necessary. The committee will hold individual and group meetings with those involved, seeking an agreement between the parties.

As the nature of the committee is conciliatory and not punitive, should a conciliation not be achieved, the committee will transfer the case to the Office of the Attorney General of the Nation, which is the competent body pursuant to the provisions of Law 1010 of 2006.





Content: Working Coexistence Committee
Ecopetrol Corporate Communications Management
Bogota, Colombia.

2022