Maderacre	**PROCEDURE TO PREVENT, INVESTIGATE AND PUNISH SEXUAL HARASSMENT, DISCRIMINATION, UNETHICAL CONDUCT AND CORRUPTION 2025**

1. Purpose and use

The purpose of this procedure is to establish the responsibilities, criteria, and mandatory actions to prevent, investigate, and punish sexual harassment, discrimination, unethical conduct, and corruption, in accordance with the law and the policies of Maderera Rio Acre SAC, hereinafter the company.

2. Beginning

Our fundamental principle is to ensure respect for human rights, the standards established in ILO conventions, the fundamental labor principles of the FSC, and company policies, with a focus on dignity, equity, and ethics for all people.

3. Scope

This Protocol applies to all employees, both inside and outside the company's physical facilities. It is based on the policies implemented by the company for the prevention and punishment of sexual harassment, discrimination, unethical conduct, and corruption.

4. Legal basis

- Law No. 27942, Law on the Prevention and Punishment of Sexual Harassment, a regulation that was amended by Law No. 29430. Prevent and punish sexual harassment.
- DS No. 014-2019-MIMP, which approves the Regulations of Law No. 27942, Law on the Prevention and Punishment of Sexual Harassment.
- Others determined by the authority.
- Company policies
    - Ethics, Anti-Corruption, Anti-Terrorism and Money Laundering Prevention Policy
    - Labor Equality and Anti-Discrimination Policy
    - Privacy and Confidentiality Policy at Work
    - Promotions and Transfers Policy and Procedures
    - Recruitment, Selection and Incorporation Policy and Procedures

5. Definitions

- **Sexual harassment:**Unwanted sexual conduct that occurs in the workplace, whereby the affected person feels offended, humiliated, and/or intimidated. It can occur between employees who have a hierarchical employment relationship or between those who hold positions at the same hierarchical level.
- **Conduct of a sexual nature:**physical, verbal, gestural or other behaviors or acts with sexual connotations.
- **Sexist behavior:**behaviors or acts that promote or reinforce stereotypes in which women and men have their own attributes, roles or spaces, which imply the subordination of one sex or gender to the other.
- **Harassed:**Any person, regardless of their sex, gender identity or sexual orientation, who is a victim of sexual harassment.

- **Harasser:**Any person, regardless of their sex, gender identity or sexual orientation, who commits one or more acts of sexual harassment.
- **Complaint or report:** Action by which a person informs, verbally or in writing, those responsible for this procedure, of facts that allegedly constitute acts of sexual harassment, discrimination, unethical conduct or corruption, with the aim of carrying out the corresponding investigation and sanction.
- **Reported/complained:** person against whom the complaint or allegation of sexual harassment, discrimination, unethical conduct or corruption is filed, as appropriate.
- **Complainant:** person who files the complaint or report of sexual harassment, discrimination, unethical conduct or corruption, as appropriate.
- **Discrimination:** distinction, exclusion or restriction based on ethnic origin, gender, age, religion, disability, language, sexual orientation, economic status or any other personal or social condition or circumstance.
- **Unethical behavior:** action and behavior that go against the values, principles, policies and good customs that the company promotes.
- **Corruption:** action and misuse of power, resources or a position of authority to obtain advantages, such as bribery, fraud or manipulation, to the detriment of transparency or ethics.

6. General provisions

- An annual monitoring and evaluation process and report will be maintained to obtain and update information on sexual harassment in the company.
- This Procedure/Protocol will be made public and known to all company employees.
- Awareness-raising communication campaigns will be developed, with materials developed, to prevent sexual harassment at all levels and in all areas of the company.
- Training will be coordinated for all company personnel. Specialized training will be provided annually to the Committee for Intervention against Sexual Harassment, Anti-Discrimination, Ethics, and Anti-Corruption (CIFHSAEA).
- Other actions aimed at preventing sexual harassment in the company.

7. Manifestations of sexual harassment at work

- Lewd glances, jokes or compliments with sexual content.
- Rubbing, touching, or other conduct of a sexual nature.
- Indecent exposures with sexual and offensive content.
- Sexual insinuations and/or propositions.
- Promise of preferential treatment in exchange for sexual favors.
- Threat that demands unwanted behavior.
- Virtual contact.
- Other similar behaviors or those designated by the authority. These behaviors may be physical, gestural, verbal, audiovisual, on social media, or by any other means or manifestation.

8. Investigation and sanction process in case of complaints and/or claims

a. Intervening bodies and their functions

- The Committee for Intervention against Sexual Harassment, Anti-discrimination, Ethics and Anti-Corruption (CIFHSAEA): Investigates complaints or reports, proposes sanctioning measures and complementary measures to prevent further cases of harassment, discrimination, unethical conduct, and corruption; issues the investigation report to the Personnel area within a period of no more than fifteen (15) calendar days after receiving the complaint or report. The mandate lasts two (02) years from the date of its installation, which begins immediately after the employee's election.

- Personnel Coordinator: Responsible for receiving complaints or reports. Coordinates the adoption of protective measures.

- Personnel Area: Impose sanctions and complementary measures to prevent further cases of harassment.

The Committee for Intervention against Sexual Harassment, Anti-discrimination, Ethics and Anti-Corruption (CIFHSAEA): It will be composed of four (4) members. Two (2) representatives elected by the collaborators. And two (2) representatives of the company, with at least one from the Personnel area. With gender parity in both cases. Its agreements and decisions are adopted by simple majority. The casting vote corresponds to the representative of the Personnel area.

b. Start of the communication, investigation and sanction process

- The process begins on a party, at the request of the victim or a third party, or ex officio when the company or one of its representatives, through any means, becomes aware of the facts that allegedly constitute sexual harassment, discrimination, unethical conduct, or corruption, under its responsibility.
- The complaint or report must be filed directly with the Social Welfare Office.
- The complaint must be immediately referred to the Department of Personnel Administration. The Department of Personnel Administration will assess whether a case of sexual harassment should be reported to the Committee for Intervention against Sexual Harassment, Anti-Discrimination, Ethics, and Anti-Corruption (CIFHSAEA).
- If any company representative or employee becomes aware through other means of acts that may constitute sexual harassment, discrimination, unethical conduct, or corruption, they are also required to report the facts to the Social Welfare Office within 24 hours of becoming aware of them.
- The Social Welfare Office will request written testimony from those involved in the first few hours.
- Protective measures may be included in the complaint form, both for the alleged victim and for witnesses.
- Within 24 hours of learning of the incident, the Personnel Department will make available to the victim the appropriate medical and psychological support channels. The results of the report issued regarding the care will be incorporated into the investigation and will be considered as evidence, if the victim authorizes it.
- Within 24 hours of receiving the complaint or report, the Personnel Administration Department will forward it to the Committee for

Intervention against Sexual Harassment, Anti-Discrimination, Ethics, and Anti-Corruption (CIFHSAEA) to begin an investigation into the incident.

- The company will maintain confidentiality regarding the identities of those involved. Likewise, the names of the witness(es) will be kept confidential.
- If evidence of sexual harassment is detected, the company will contact the Public Prosecutor's Office, with the knowledge of the affected person, within a maximum of 24 hours.

c. Victim protection

- The Personnel Department, within a maximum of three (3) business days of receiving the complaint, will implement protective measures that are granted ex officio or at the request of a party and are executed immediately. These may include, among others:
  - Rotation or change of location of the alleged harasser.
  - Temporary suspension of the alleged harasser.
  - Rotation or change of location of the victim, to the extent feasible.
  - In no case is it considered a valid protective measure to offer the victim a vacation if they have not requested it.
  - It may also order protective measures for witnesses, provided they are strictly necessary to ensure their cooperation with the investigation.
- The victim must be protected throughout the investigation and sanctioning process. A confidential, impartial, prompt, and effective investigation must be guaranteed. Likewise, the Personnel Department may issue protective measures for witnesses.
- The alleged victim must be protected from re-victimization situations, such as repeated statements of the facts, confrontations or questions about their conduct or personal life, and confrontations with the alleged harassers, among others.

d. Research stage

- The CIFHSAEA has a period of fifteen (15) calendar days to investigate the facts that are the subject of the complaint or report.
- Within this period, the CIFHSAEA will grant the complainant or accused party a maximum of 24 hours to present their defense, providing any evidence they deem relevant.
- During the investigation, both the alleged victim and the accused may present any evidence they deem relevant. At this stage, it must be ensured that each piece of evidence has been disclosed to the other party, guaranteeing both parties' right to defense.
- At the end of the 15-day period, the CIFHSAEA must issue a report with the conclusions of the investigation, which must contain the following information:
  - Description of the facts
  - Assessment of evidence
  - Proposal for a sanction or filing duly motivated
  - Recommendation of additional measures to prevent further cases of harassment

- The report must be made known to the Personnel area within a maximum period of one (1) business day.

e. Evidence that the CIFHSAEA may receive

- Testimony of alleged victim
- Witness statements
- Recordings, emails, text messages, photographs, objects, etc.
- Medical or psychological reports that prove the impact generated.
- Public or private documents
- Other means of evidence that allow the facts to be proven

f. Sanction stage

- The Personnel area will issue a decision within a period of no more than ten (10) calendar days after receiving the report.
- Within this period, the Personnel Department will forward the CIFHSAEA report to the accused and the alleged victim and will give them a period of time to present their arguments, if deemed appropriate.
- This decision contains, if applicable, the sanction to be applied, as well as other measures to prevent further cases of sexual harassment, discrimination, unethical conduct, and corruption.
- In the same resolution, temporary measures may be established for the alleged victim in order to guarantee their well-being.
- When, during or as a result of the procedure, indications of the commission of crimes are detected, the company will report such facts to the Labor Inspection Authority, without prejudice to the obligation to file a complaint with the Public Prosecutor's Office, the National Police of Peru, or other competent institutions, with the knowledge of the alleged victim.

9. Communication to the Ministry of Labor and Employment Promotion (MTPE)

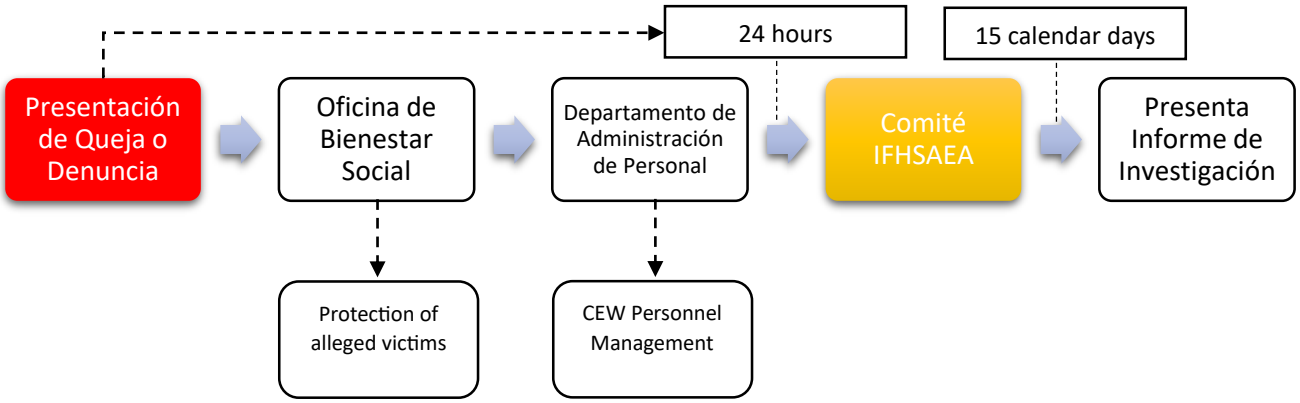
The company will communicate the MTPE on the following occasions:

- The receipt of a complaint or report, or the initiation of an investigation into sexual harassment.
- The protection measures granted to the alleged victim, within a period of no more than six (6) business days after receiving the complaint or report, or after the procedure has begun.
- The decision that ends the procedure, within six (6) business days following its issuance.

The company recognizes that the accusation and investigation of a sexual harassment complaint can cause emotional trauma to the personnel involved. These situations must be addressed promptly, fairly, and with the necessary levels of respect and dignity.

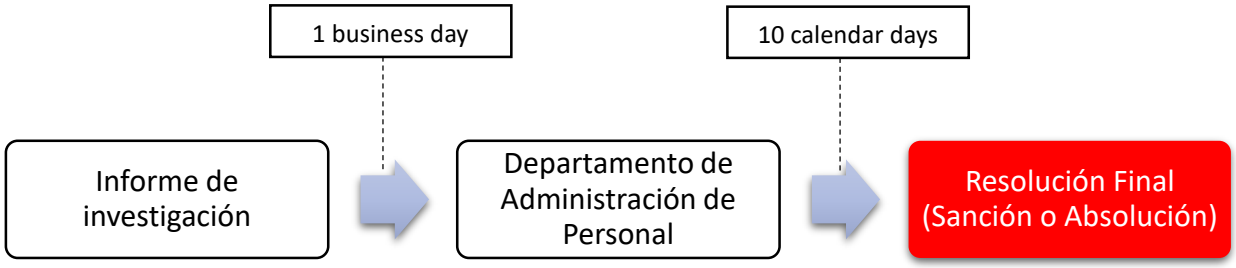
ANNEX 01

Process flow of the complaint and investigation stage



ANNEX 02

Process flow of the sanction stage



ANNEX 03

FOR. MRA – ADP – P.1

COMPLAINT FORM FOR SEXUAL HARASSMENT, DISCRIMINATION, UNETHICAL CONDUCT, AND CORRUPTION

Lady:

Post:

Company:

I, _____, with DNI/Foreigner's Card No. _____, present a COMPLAINT to your office for [Mark with an "X"] ( ) Sexual Harassment ( ) Discrimination ( ) Unethical Conduct ( ) Corruption in the workplace by _____, whose working relationship with me is that of _____.

I. Description of the facts

Regarding this, I proceed to describe the facts:

II. Evidence or means of proof

In support of my complaint, I present the following evidence (mark with an "X" the attached evidence):

☐ Public documents	☐ Private documents	☐ Witness statements
☐ Recordings	☐ Emails	☐ Text Messages
☐ WhatsApp Messages	☐ Photographs	☐ Objects
☐ Forensic Psychological Expertise, Graphical	☐ Technical Expertise, Others	

If you select the "Other" option, specify:

_____

_____

In case of presenting witnesses: I request, pursuant to the Sexual Harassment Prevention and Punishment Act and its Regulations, that the witnesses offered be guaranteed personal and occupational protection measures in order to avoid retaliation after the investigation procedure has concluded.

III. Protective Measures or Precautionary Measures

In application of articles 18 and 29.2 of the Regulations of Law No. 27942, Law on the Prevention and Punishment of Sexual Harassment, approved by Supreme Decree No. 014-2019-MIMP, I request that I be granted the following precautionary measures:

a. ☐ Rotation of the alleged harasser
b. ☐ Temporary suspension of the alleged harasser
c. ☐ Rotation or change of location of the victim if deemed necessary
d. ☐ Prohibition from approaching the harassed person or his or her family (request to the competent body)
e. ☐ Psychological assistance
f. ☐ Others (specify) _____

For the reasons stated above, I REQUEST that this COMPLAINT be processed in accordance with the procedure established in the Law on the Prevention and Punishment of Sexual Harassment, Law No. 27942, and its Regulations, Supreme Decree No. 014-2019-MIMP. Likewise, in accordance with the company's guidelines and policies.

LOCATION AND DATE:

_____
SIGNATURE AND FOOTPRINT
NAMES AND SURNAMES:
DNI / CE No.: