



## How General-Oxo S.A. prevent harassments on Workplace

We are sure to prevent harassment by:

- Letting know our employees that harassment is prohibited;
- Our employees will not be punished for asking questions about this matter.
- Investigating harassment complaints promptly and effectively
- Our managers have to understand their responsibility to stop harassment immediately.

Harassment based on race, color, religion, sex, national origin, disability, is illegal and will not be tolerated in our company.

We designated one person inside our company who can receive harassment complaints.

Our Office manager, **Mrs. Giada Cerinotti**.

Every employees can report to Mrs. Cerinotti at anytime about harassments or problems with oral or written complaints. Everyone are encouraged to use our whistle blower mail also, which links directly to our management. If someone is aware of business practices that you think are wrong, you can help us to put things right by voluntarily providing us with information.

[Whistleblower@general-oxo.ch](mailto:Whistleblower@general-oxo.ch)

We protect confidentiality of employees who report harassment or participate in a harassment investigation. All employees will not be punished for reporting harassment or participating in a harassment investigation.

In case **Mrs. Cerinotti** receives any complaints about a possible harassment situation, procedure would be as follows:

General-Oxo S.A., Via Gaggiolo  
55, 6855 Stabio, Switzerland T  
+41916472233 E  
info@general-oxo.ch W  
www.general-oxo.ch V.A.T.  
CHE-113.722.014



**FOR HARASSTED**

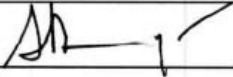


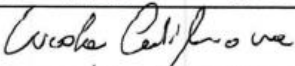
1. A private meeting and discussion to figure out what happended.
2. Leave authorization because of the harassment.
3. Monitoring constantly the harassted employee in order to be sure s/he is not subjected to other harassments.
4. A second private interview in order to be sure the problem has been solved.
5. Always being available for future requests and questions.

**FOR HARASSER**

1. A private meeting and discussion to figure out what happened with the harassted.
2. Mrs. Cerinotti and CEO will send a written warning or procede with suspension.
3. In the worst case scenarios, Final termination might be possible for the harasser.

We strongly believe in our Harassments Policy and our employees are well aware and protected.

The above policy is known and signed by all the General-Oxo members.

Mr. Alexis Denna – Business Developer	
Mrs. Giada Cerinotti – Office Manager	
Mr. Antonio Covitti – Accounting Manager	
Mr. Nicola Castiglione – Sales Agent	

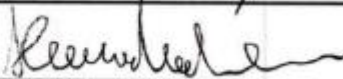
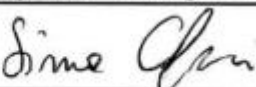
Stabio, 21/02/2021

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**General OXO**  
Your Door to Petrochemicals

Document revised for new entries into the working staff:

Mss. Alessandra Rondanina – Logistic Associate	
Mr. Simone Confalonieri – Logistic Associate	

Stabio 10/11/2021

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