

## CODE OF GOOD CONDUCT FOR EQUALITY, NON-DISCRIMINATION, AND PROHIBITION OF HARRASMENT AT WORK

(Article 127.º, n.º 1, line k), of the Labour Code)

1. To all workers of the Instituto de Medicina Molecular João Lobo Antunes (which will be abbreviated from this point onwards to “IMM”) the right to equality is guaranteed, whether accessing employment, or carrying out functions, having any form of discrimination been prohibited, specifically in accordance with the discrimination factors established and foreseen by law.
2. No worker of IMM can be privileged, benefited, hindered, deprived of any right or exempt of any duty, in accordance with the discrimination factors legally established.
3. Discrimination factors, as legally established, constitute the following: Ancestry, age, sex, sexual orientation, gender identity, marital status, family situation, economic situation, schooling, origin or social condition, genetic heritage, reduced work capability, disability, chronic illness, nationality, racial or ethnic origin, origin territory, language, religion, political or ideological convictions and union membership.
4. Workers of IMM, whether representing the institution internally or externally, must act accordingly with the principles and ethical values associated with IMM, adopting behaviours based in strict responsibility, rigour and respect for people’s dignity and rights.
5. IMM encourages respect and cooperation among all its workers, promoting a dignifying and respectful work environment, and as such, there will be no tolerance and are hereby prohibited any practises that may, legally, constitute harassment at work.
6. The prohibition of harassment is applicable from the worker’s recruitment to the execution of work contract phase, including training, promotion, professional career, and work conditions.

**7.** Harassment at work is any undesirable behaviour, particularly any that is in service of a discrimination factor, that may occur during the obtainment of employment, the job itself, work or professional training, with the purpose or effect to disturb or embarrass the worker, affecting their dignity or create an intimidating, hostile, degrading, humiliating, or destabilizing environment.

**8.** Sexual Harassment constitutes any, forbidden, unwanted behaviour by the worker of the sexual nature, which may be verbal, non-verbal, or physical, with the aim to disturb or embarrass the worker, affecting their dignity or create an intimidating, hostile, degrading, humiliating, or simply, destabilizing environment.

**9.** The prohibition of the previously mentioned behaviours is applied to all people enrolled in IMM, regardless of the exercised functions and having, or not, any hierarchical functions over any other workers.

**10.** All workers of IMM, regardless of position, professional category, antiquity, or type of contract, benefit from the protection provided by the prohibition of discrimination and harassment.

**11.** IMM's policies regarding recruitment, wages, promotions, training, and work conditions obey the principles of equality and non-discrimination as established by law, with absolute prohibition on harassment.

**12.** It is deemed an obligation of all workers from IMM, whether or not in a position of administration or supervising responsibility over sections, departments, or people, to report to their hierarchical supervisor or human resources services, whatever facts that they may become aware of, in what concerns IMM, that transgress the right to equality and non-discrimination of workers in service of any discrimination factor previously mentioned or the prohibition of harassment, under any form, in the obtainment of employment or the job itself.

13. It will be the purview of a disciplinary procedure, with the possibility of the application of a severe sanction, the behaviour of any worker that constitutes harassment to any other worker or that discriminates, illegally, any other worker.

14. The practise of harassment constitutes a very severe misdemeanour, without damage of the eventual legal responsibility foreseen by the law.

15. The complainant and any identified witnesses cannot be disciplinary sanctioned, unless it has been established that they have acted with malice, based on consistent statements or facts featured on the file of proceedings, judicial or misdemeanour based, triggered by the final decision, passed in res judicata, without any transgressions to the exercise of the right of the heard.

16. Whoever effectively practises acts of discrimination and/or harassment, in what concerns IMM, will be personally responsible for the fines that may be applied to the institution, and will have to pay any reparations, as well any damages, both pecuniary and non-pecuniary, possibly in excess, under the general terms of law.

Lisbon, January 3<sup>rd</sup> 2018

The Board of Directors

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