



TEXTURA WINES

CODE OF CONDUCT FOR THE PREVENTION AND COMBATING OF HARASSMENT IN THE WORKPLACE



TEXTURA WINES

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Framework

The purpose of this Code of Conduct is to prevent and combat harassment in the workplace and, pursuant to Law No. 73/2017 of August 16th, to serve as a reference for its recipients to guarantee the moral integrity of employees and other collaborators, ensuring the right to working conditions that respect the individual dignity of each person.

Textura Wines, Lda. It is committed to defending the values of non-discrimination and combating harassment at work. Harassment is considered to be any unwanted behavior, whether verbal, non-verbal, or physical, practiced when accessing employment or in the workplace itself, work, or professional training, with the purpose or effect of disturbing or embarrassing a person, affecting their dignity, or creating an intimidating, hostile, degrading, humiliating, or destabilizing environment.

Scope of Application and General Principles

Article 1

Recipients and scope of application

This Code of Conduct is intended for all members of the Governing Bodies, employees or collaborators (regardless of their contractual relationship), officials, and any persons who actively participate in the activities of *Textura Wines, Lda.* (hereinafter referred to as recipients). All employees of *Textura Wines, Lda.*, should feel protected against any type of harassment in any form, including by electronic or other means of communication, which may affect them in their workplace or in any place where they perform their duties.

Article 2

Unlawful behavior

1. The following behaviors, which in themselves are likely to constitute moral harassment, are expressly prohibited:
 - Systematically devaluing and disqualifying the work of colleagues or subordinates;
 - Promoting social isolation;
 - Directly or indirectly ridiculing a personal characteristic;
 - Making recurring threats of dismissal;
 - Systematically setting impossible goals or deadlines;
 - Systematically assigning tasks that are unrelated or inappropriate to the respective professional category;
 - Not assigning any professional duties, violating the right to effective occupation of the job;
 - Systematically appropriating ideas, proposals, projects, and work from colleagues or subordinates without identifying the author;
 - Despising, ignoring, or humiliating colleagues or workers, forcing their isolation from other colleagues and superiors;
 - Systematically withholding information necessary for the performance of the duties of other colleagues or subordinates or relating to the functioning of *Textura Wines, Lda.*, while providing the content of such information to others;
 - Systematically spreading rumors and malicious comments or repeated criticism;
 - Systematically giving inaccurate work instructions;
 - Systematically requesting urgent work without such urgency being necessary;
 - Systematically criticizing coworkers, subordinates, or other superiors in public;
 - Systematically insinuating that a worker or coworker has mental or family problems;
 - Frequently making offensive jokes about sex, race, sexual or religious orientations, physical disabilities, health problems, etc., of other colleagues or subordinates;
 - Transferring the employee to another department or workplace with the clear intention of isolating them;
 - Constantly shouting or speaking in an intimidating manner;
 - Counting the number of times and the length of time the employee spends in the bathroom;
 - Systematically creating stressful situations that cause the recipient of the conduct to lose control, namely systematic changes or transfers of workplace;
2. The following behaviors, which in themselves are likely to constitute sexual harassment, are expressly prohibited:



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- Systematically repeating suggestive remarks, jokes, or comments about appearance or sexual condition;
 - Repeatedly sending unwanted cartoons, drawings, photographs, or images of a sexual nature;
 - Making unwanted phone calls, sending letters, text messages, or emails of a sexual nature;
 - Promoting intentional and unsolicited excessive physical contact or provoking unnecessary physical approaches;
 - Sending persistent invitations to participate in social or recreational programs when the person targeted has made it clear that the invitation is unwanted;
 - Making invitations and requests for sexual favors associated with the promise of obtaining employment or improving working conditions, job stability, or professional career, whether this relationship is expressed and direct or merely implied.

Procedure

Article 4

Violations

1. Whenever *Textura Wines, Lda.*, becomes aware of a violation of the provisions of this Code of Conduct, and if the offender is an employee subject to the disciplinary power of *Textura Wines, Lda.*, disciplinary proceedings will be initiated within 60 days of the employer or superior with disciplinary authority becoming aware of the violation, pursuant to article 329 (2) of the Labor Code.
2. The initiation of disciplinary proceedings shall not prejudice any civil, administrative, or criminal liability that may arise in relation to any recipients of this Code of Conduct who commit violations corresponding to those proceedings.
3. The recipients of this Code of Conduct have a duty to report any irregular practices of which they are aware, cooperating as necessary in any disciplinary proceedings or administrative or criminal investigations by the competent authorities.

Article 5

Protection regime for whistleblowers and witnesses

1. A specific protection regime shall be guaranteed for whistleblowers and witnesses in proceedings related to situations of harassment.
2. Except where they act with intent, special protection shall be guaranteed to whistleblowers and witnesses in judicial or administrative proceedings initiated for harassment, and they may not be subject to disciplinary sanctions until the respective decisions become final.
3. Under the terms of the Labor Code, dismissal or other sanctions applied to punish an infraction are presumed to be abusive if they take place within one year of the complaint or after another form of claim or exercise of rights relating to equality, non-discrimination, and harassment.
4. The recipients of this Code of Conduct who report infringements of which they have become aware in the course of their duties or because of them may not be prejudiced in any way, and their anonymity shall be guaranteed until charges are brought.

Article 6

Responsibility of the Institution *Textura Wines, Lda*

1. *Textura Wines, Lda.*, is responsible for compensating for damages arising from occupational illnesses resulting from harassment, the terms of which shall be established by the Government in its own regulations.
2. Harassment by the employer or any representative thereof, reported to the Authority for Working Conditions, shall be considered cause for termination of the employment contract by the employee.
3. In case of harassment, the accessory penalty of publicizing the conviction shall not be waived.

Article 7



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Formalization of complaints

In accordance with specific regulations, flyers and informational documents will be made available and distributed to company employees. Confidentiality will be guaranteed for victims and all those involved, ensuring that there will be no reprisals against complainants. A psychosocial risk assessment will also be carried out.

Means of reporting will always be made available through the Authority for Working Conditions and CITE – Commission for Equality in Work and Employment, with their respective email addresses for receiving reports of harassment in the workplace.

Final Provisions

Article 8

Validity and dissemination

1. This Code of Conduct shall enter into force immediately after its approval by the Management of *Textura Wines, Lda.*, and its dissemination to all other recipients.
2. This Code of Conduct will also be made available on the *Textura Wines, Lda.*, website.

List of employee signatures

Signature of the Manager / Representative of the Employer
