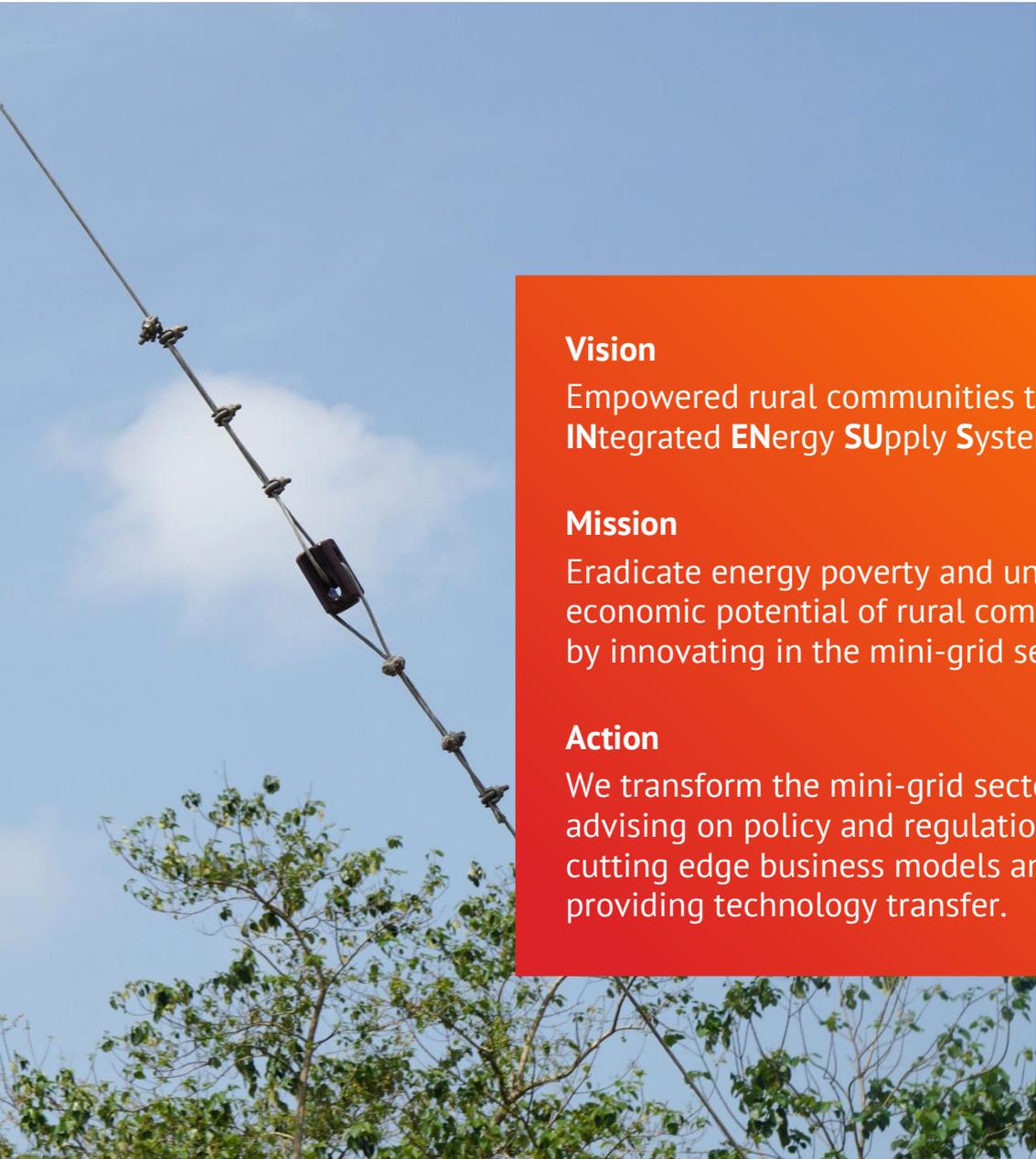




# NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

March 2021

## Our vision, mission and action



### **Vision**

Empowered rural communities through **INtegrated ENergy SUpply Systems**.

### **Mission**

Eradicate energy poverty and unlock economic potential of rural communities by innovating in the mini-grid sector.

### **Action**

We transform the mini-grid sector through advising on policy and regulation, creating cutting edge business models and providing technology transfer.

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# Introduction

INENSUS GmbH believes in maintaining a respectful and professional working space. As a socially and ethically conscious organisation, INENSUS is committed to fostering a workplace and project free from unlawful discrimination and harassment of any form, including sexual harassment, and to create a safe working environment for all its staff and employees, where all individuals are treated with **respect and dignity**, can contribute fully and have **equal opportunities**. INENSUS aims to promote learning and professional development for all its employees.

This Policy on Non-Discrimination and Anti-Harassment is for the benefit of all our employees, including any interns, trainees, or part-time workers.

## Our values

Our values are inspired by the vision of a world where all people are able to fulfil their potential, and by our mission to fight energy poverty and foster economic development of rural communities. Our company and individual team members are committed to upholding these values in our daily work.



RESPECT



INTEGRITY



CUSTOMER FOCUS



RELIABILITY



PURPOSE



COLLABORATION



SUSTAINABILITY

# Our Policy

## Non-Discrimination

INENSUS GmbH is an equal opportunity employer and does not unlawfully discriminate, or tolerate any unlawful discrimination by any of its staff, or employees, with respect to any employment matters, opportunities, or practices on the basis of race, colour, nationality, ethnicity, disability, gender, gender identity or expression, sex, sexuality, sexual orientation, pregnancy, family or marital status, or any other characteristic protected under applicable law.

This policy of non-discrimination applies to all matters related to recruitment, hiring, compensation, benefits, trainings, promotion, demotion, discipline, termination and any other aspect of employment specified under applicable law.

## Anti-Harassment

INENSUS GmbH does not allow harassment at workplace of any kind by or against any of its staff, employees, interns, or trainees on the basis of race, colour, nationality, ethnicity, disability, gender, gender identity or expression, sex, sexuality, sexual orientation, pregnancy, family or marital status, or any other characteristic protected under applicable law.

Harassment is deemed to be a form of discrimination with the purpose or effect of violating the dignity of any individual and creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment means and includes any comments or actions that are known to be, or ought to reasonably be known to be unwelcome or offensive. This may include epithets, remarks, jokes or innuendos related to any of the aforementioned grounds of discrimination; posting or circulating offensive picture, notes, graffiti or any other material in print or electronic format; and singling out any individual for humiliation or teasing.

## Sexual Harassment

INENSUS GmbH strictly prohibits sexual harassment at workplace in any form or manner by or against any of its staff, employees, trainees, or interns. Sexual harassment means and includes any unwelcome or unwanted sexual advances, and/or request for sexual favours, and/or any other verbal or physical conduct of a sexual nature, and/or showing or publicly exhibiting any pornographic images, particularly where submission to such conduct is an explicit or implied condition of employment, and/or basis for any employment decisions concerning the affected individual, and/or has the effect of interfering with the individual's work performance or well-being and creates an intimidating, hostile, degrading, humiliating or offensive environment.

## Reporting Procedure

Any individual who experiences or witnesses any conduct that is in violation of this policy is encouraged to approach their manager, supervisor or the ombudsperson in charge under this policy to handle and investigate complaints. Any supervisor or manager receiving a complaint or concern, or becoming aware of any incident or behaviour in violation of this policy is also duty bound to report it to the ombudsperson.

A complaint may be made verbally or in writing. If a complaint has been made verbally, the affected individual may be asked to document it in writing during the investigation. To facilitate proper investigation, individuals are encouraged to include details of incidents in violation of this policy, names of perpetrating individuals and any witnesses to the incident, along with dates, times, and locations of such incidents. All complaints must immediately be forwarded to the ombudsperson.

The name and contact details of the ombudsperson are published at the end of this policy. Any person who believes they have been a target of unlawful discrimination, harassment or sexual harassment may also approach and seek assistance from other available forums under applicable law. The **Federal Anti-Discrimination Agency** is the relevant agency under the General Act on Equal Treatment. Contact details for the agency are provided at the end of this policy.

## Complaints Handling Procedure

All reports and complaints of any actions in violation of this policy, whether oral or written, will be investigated promptly and kept confidential to the extent possible by the ombudsperson. Investigations will be conducted based on principles of fairness and impartiality, and all involved parties (complainants, witnesses, alleged discriminator/harasser) will be accorded due process.

The ombudsperson upon receiving any complaint will conduct an immediate review and take necessary interim measures, including requesting a written complaint. The ombudsperson will then obtain any necessary documents, communication exchanges or records for review, and interview all involved parties separately. Based on the review and interviews the ombudsperson will write a report documenting the investigation and their determination of the complaint. This determination will be immediately communicated to both the complaining party and the person against whom the complaint was made. Any disciplinary action suggested or identified in the report will also be immediately implemented.

## Corrective Action

Any conduct in violation of this policy, even if it is not a violation under any law, shall not be tolerated. If any investigation reveals such violation or other inappropriate behaviour or conduct, INENSUS will take appropriate disciplinary actions which may include counselling, suspension, or termination of employment as may be appropriate, regardless of the position or designation of the individuals involved.

If the person in violation of this policy is not an employee, trainee, intern of INENSUS, appropriate actions will be taken to ensure that the conduct discontinues, and INENSUS will take recourse to such disciplinary actions as may be possible.

## Prohibition of Retaliation

INENSUS strictly forbids any retaliation or threatening behaviour towards any individual reporting any actions in violation of this policy or any individual supporting or cooperating in the investigation of such actions. Any such retaliatory or threatening behaviour shall also be a violation of this policy and subject to investigation and discipline as described above.

# Contact

## Ombudsperson

The ombudsperson can be contacted in person or via email:



**Bhoomika Tiwari**  
Legal and Policy Expert

bt@inensus.com

## Legal Protection and External Remedies

The Federal Anti-Discrimination Agency also provides free of charge confidential counselling and can also assist with finding nearby counselling centres. They can be reached via phone or email:

Phone: +49 (0) 800 546 546 5  
Counselling Enquiries: Mon - Thu 9 a.m. - 3 p.m.

Email: [beratung@ads.bund.de](mailto:beratung@ads.bund.de)



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