

TATA STEEL



BULLYING...THIS IS HOW YOU CAN STOP IT



A safe workplace for everyone

At Tata Steel, we find it very important to offer everyone a socially safe workplace. This is an environment where you can be yourself, where you feel valued and where everyone is treated equally regardless of what religion, gender, or political beliefs you may have. Bullying, intimidation, discrimination and aggression are not part of a safe workplace. As a result, behaviour that makes anyone feel socially unsafe at work is unacceptable at Tata Steel. Please read below what you can do regarding these matters.

What can you do?



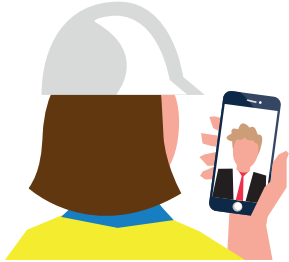
1. Set your boundaries

Should you have to deal with transgressive behaviour, a good first step is to try to talk to the person who is crossing your line. Make sure that it's clear that you find this type of behaviour unacceptable.

It could be that the other person does not realize that a certain attitude, joke or comment is annoying to you. Discussing this will make them aware of that. Chances are that it won't happen again and that you can work together in a pleasant way again.

2. Talk to someone else about it

Are you uncomfortable with addressing it directly to the person who approaches you unpleasantly or if the annoying behaviour doesn't stop, then discuss it with someone you trust. This could be a colleague or your supervisor - it's wise to inform your supervisor anyway - or someone outside of work. Insights and experiences from others may help you deal with the situation. Is your supervisor the very person who is showing transgressive behaviour? In that case, visit a confidential advisor or the Works Council.



3. Seek help from Works Council, confidential advisor or company doctor

Should you require additional support, you can turn to a confidential advisor or the Works Council (OR). This may be applicable, for example, if the person showing transgressive behaviour is a manager.

Both a confidential advisor and members of the Works Council have a duty of confidentiality and can provide you with advice on what steps you can take. Another option is contact with the company doctor or Zorg van de Zaak. They, too, can assist you.

4. File an official complaint

If internal talks fail to resolve the issue, you can, as a last resort, file a complaint to the Complaints Committee. This committee is independent and will examine your complaint from all sides. Within two weeks you will hear whether your complaint will be taken into consideration.

The person against whom the complaint has been filed (the defendant) will then be given the opportunity to respond to the complaint. The Grievance Committee will conduct an investigation, during which the complainant, defendant and any witnesses may be heard. Filing a complaint can only be done if you have already spoken to your supervisor. This must be done within 6 months of the incident. After that conversation with your supervisor, you can file a complaint within 6 weeks.



More information and contact

- You can contact a confidential advisor at vertrouwenspersonen@tatasteelurope.com
- You can contact the company doctor at info@zorgvandezaak.nl or by calling 088 - 277 89 81
- You can contact the Central Works Council at via COR@tatasteelurope.com or via 02514-93674.

The underlying Work Councils can be contacted via the following email addresses below:

- OR Functions: OR.Functions@tatasteelurope.com
- OR Services: OR.Services@tatasteelurope.com
- OR TSN Technology: Bv: or.tsnt@tatasteelurope.com
- OR Operations: OR.Operations@tatasteelurope.com
- OR TSN TECHNOLOGY: or-tsp@tatasteelurope.com

One last option: the Integrity Line

If you prefer to file a complaint anonymously, you can contact the Integrity Line. For example, in case you observe inappropriate behaviour in someone else or when you suspect fraud, theft or when you see someone causing damage.

You can make a report through the Integrity Line at tsn.integrityline.com/setup