



PIEROŃCZYK

**SUBCONTRACTING
PRECISION PRODUCTS**

KOLEJNICTWO · PRZEMYSŁ · MOTORYZACJA

Ślusarstwo Produkcyjne

inż. Andrzej Pierończyk

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ANTI-BULLYING POLICY

SUBCONTRACTING PRECISION PRODUCTS

Document	Anti-bullying policy
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Status	Internal document / company document

CHAPTER I. GENERAL PROVISIONS

§ 1. Purpose and scope

This Anti-Bullying Policy establishes the principles of preventing and combating workplace bullying and other forms of unethical treatment in the operations of Ślusarstwo Produkcyjne inż. Andrzej Pierończyk, hereinafter "SPP".

The Policy applies to all persons employed at SPP on the basis of an employment contract, civil-law contract, collaboration or other legal basis, as well as to subcontractors, service providers, visitors and other persons present on the company's premises in connection with its activities.

§ 2. Definitions

"Bullying" means persistent and systematic harassment, intimidation or humiliation of an employee by another employee, employer or superior that causes or is intended to cause the employee to under-assess their professional value, leads to or is intended to lead to humiliation or ridicule, isolates or eliminates the employee from a group of co-workers, or removes them from employment. The definition is consistent with Art. 94³ § 2 of the Polish Labour Code.

"Unethical treatment" for the purposes of this Policy means in particular: psychological violence, aggression, discriminatory comments, demeaning assessment of work, exclusion from a team, threats, coercion, and any other conduct that violates the dignity, integrity or rights of a person working for SPP.

CHAPTER II. RESPONSIBILITIES OF THE EMPLOYER AND EMPLOYEES

§ 3

The employer undertakes to:

- take all available organisational and preventive measures to prevent bullying in the workplace;
- respond effectively to every reported case of bullying or unethical treatment;

- ensure a work environment based on mutual respect, dignity and fair treatment of all persons working for SPP;
- provide appropriate information and training to raise awareness of what constitutes bullying and how to prevent it.

§ 4

Every person working for SPP is obliged to:

- treat other employees, associates, co-workers and visitors with respect;
- refrain from any conduct that could constitute bullying or unethical treatment;
- report suspected or confirmed cases of bullying to their supervisor, the owner or the anti-bullying contact person;
- support victims of bullying by providing appropriate assistance and refusing to participate in bullying conduct.

CHAPTER III. REPORTING PROCEDURE

§ 5

Any person who believes they have been subject to bullying or has witnessed bullying may report this:

- verbally to their direct supervisor or the owner;
- in writing, including electronically, to the address: biuro@pieronczyk.pl;
- through any available channel if direct reporting is not possible due to the relationship with the suspected perpetrator.

All reports are treated confidentially to the extent permitted by law and the obligation to investigate the matter.

§ 6

Upon receipt of a report, the employer initiates an internal review within 14 days. The review is conducted impartially, with respect for the rights and dignity of all parties involved. The employee making the report in good faith shall not be subject to negative consequences, including dismissal or any other forms of retaliation.

CHAPTER IV. CONSEQUENCES OF VIOLATIONS

§ 7

Confirmed bullying or unethical treatment of another person may result in:

- a disciplinary reprimand or warning;
- termination of employment or cooperation;
- legal proceedings where the conduct constitutes a criminal or civil offence.

The employer may also pursue claims for compensation for damages to SPP's reputation or workplace environment arising from the conduct of the person responsible.

CHAPTER V. SUPPORT FOR VICTIMS

§ 8

An employee who was subjected to bullying may submit a claim for compensation in court. The employer undertakes to provide appropriate support within its organisational capacity, including access to information about the complaint procedure and legal remedies available to the employee, and to ensure that the affected person continues to work in a safe environment.

CHAPTER VI. FINAL PROVISIONS

§ 9

The Policy comes into force on 2026-07-01. All persons working for SPP shall be familiarised with the Policy before commencing work and whenever the Policy is amended. The Policy shall be reviewed at least once a year and whenever circumstances arise that make its amendment necessary.

Prepared by: Damian Pierończyk Date: 2026-07-01
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Approved: Andrzej Pierończyk Date: 2026-07-01
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