

## Undesirable behavior - Policy

### Why is this a theme for Van Loon Group?

Our employees spend a large part of their time at work. Van Loon Group has a duty of care towards its employees and wants to create a safe environment where its employees feel at ease. Satisfied and engaged employees are absent less often. They are more productive and happier in their work.

### Scope

This primarily concerns all employees of Van Loon Group, both permanent staff and flex workers. Additionally, this also applies to employees of external companies working at our locations.

### Our policy

By (sexual) harassment and aggressive and/or violent behavior, we understand all forms of (sexually suggestive) attention and behavior that is unwanted, one-sided, and imposed, and can lead to an unpleasant or threatening work environment, deterioration in work performance or reduction of promotion opportunities. Where sexual harassment is mentioned, unwanted sexual advances can also be read.

This behavior is inconsistent with our organization's policy and is not accepted. Every employee is entitled to professional and proper treatment. If an employee indicates that they find certain (sexually suggestive) remarks or behaviors humiliating or distressing, this will be respected and measures will be taken if necessary.

### Bullying

Van Loon Group does not tolerate any form of bullying. Van Loon Group strives to create a work environment free from bullying.

Van Loon Group defines bullying as any form of unwanted behavior towards someone else that:

- Leads to a hostile, intimidating, humiliating, or offensive work environment, whereby a person's dignity or psychological well-being is compromised;
- unnecessarily hinders someone's work performance or opportunities on the labor market or obstructs.

Bullying can involve a gesture or be verbal, physical, visual, written, or sexual in nature. Bullying can occur once or repeatedly. Bullying can be directed at an individual or a group and can occur directly or indirectly.

### Complaints

Van Loon Group facilitates the option for employees to discuss their complaints with a confidential counsellor or to formally submit their complaint to a complaints committee. Van Loon Group ensures that these options are known to its employees and guarantees that reports or complaints are assessed in an objective and impartial manner.

### Sanctions policy

For employees who have been proven guilty of undesirable conduct as described herein, immediate summary dismissal may follow, in addition to a reprimand, transfer, and/or suspension. This depends on the severity of the conduct. Van Loon Group maintains a zero-tolerance policy in this regard.

Part of this policy is '**DOC 106 Undesirable behavior**'.

Document code: BEL 503	Author: CHRO Van Loon Group	Version date: 04-05-2026
Code: 3041	Verifier: CSO Van Loon Group	Page 1 of 2

Signed for Van Loon Group

Name: Robert van Ballegooijen

Function: CEO

Date: 7-5-2026

**DocuSigned by:**  
  
A266BC0366F0401...

Document code: BEL 503	Author: CHRO Van Loon Group	Version date: 04-05-2026
Code: 3041	Verifier: CSO Van Loon Group	Page 2 of 2