

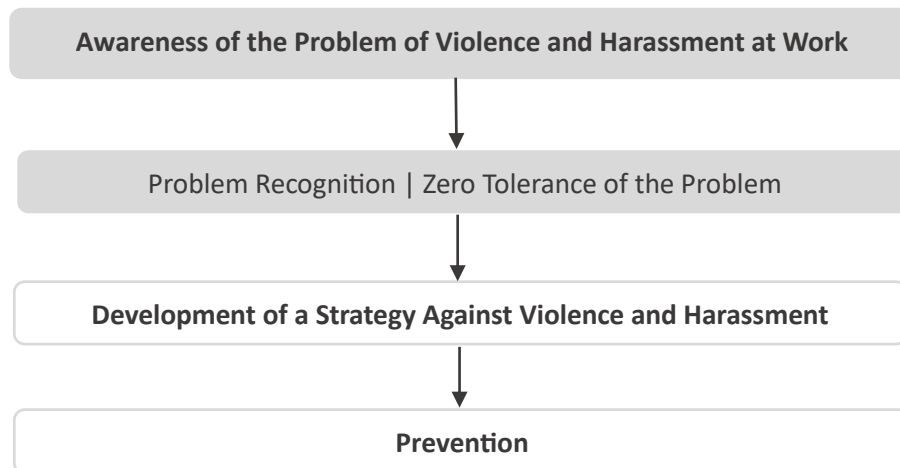
DESCRIPTION OF THE VIOLENCE AND HARASSMENT PREVENTION POLICY

CHAPTER I GENERAL PROVISIONS

1. The Violence and Harassment Prevention Policy (hereinafter referred to as the Description) applies to and is valid for all companies belonging to the GBY Group, including UAB "GBY", UAB "GBY group", UAB "TAURA GROUP" and other companies that currently belong to or may in the future be included in the GBY group of companies (hereinafter referred to as the Company).
2. The purpose of this Description is to establish and implement effective and efficient preventive measures aimed at protecting employees from violence and harassment and helping employees clearly and precisely understand possible manifestations of violence and harassment at work, recognize their signs and know the available legal remedies.
3. Main terms used in this Description:
 - 3.1. **designated responsible person** – a person appointed by the Company who is responsible for the prevention of violence and harassment in the Company and who, in accordance with the established procedure, examines a case of violence and harassment at work or organizes the examination of such case;
 - 3.2. **employer** – the company in which the employee is employed;
 - 3.3. **employee** – a person working for the Company under an employment contract;
 - 3.4. **committee** – a committee formed by order of the head of the Company to examine a case of violence and harassment at work;
 - 3.5. **victim** – an employee of the Company who has experienced or may have experienced violence and harassment at work;
 - 3.6. **report** – oral or written submission of information about violence and harassment at work;
 - 3.7. **psychosocial factor** – a factor which, due to working conditions, job requirements, work organization, work content, relationships between employees or between the employer and the employee, causes psychological stress to the employee;
 - 3.8. **violence and harassment** (including psychological violence, violence and harassment on grounds of sex) – **any unacceptable conduct or threat thereof**, regardless of whether such unacceptable conduct is intended, once or repeatedly, to cause physical, psychological, sexual or economic impact, whether such impact is caused or may be caused, or whether such conduct violates the dignity of an employee or creates an intimidating, hostile, degrading or offensive environment and/or causes or may cause physical, material and/or non-material damage;
 - 3.9. **violence and harassment on grounds of sex** – violence and harassment directed against employees because of their sex or disproportionately affecting employees of a particular sex, including sexual harassment);
 - 3.10. other terms shall correspond to the terms used in legal acts.
4. The provisions of the Description have been prepared in accordance with the Labour Code of the Republic of Lithuania, other legal acts and the Company's internal policy provisions.
5. The Description applies to all employees of the Company, regardless of their position or the type of employment contract concluded.
6. All employees shall comply with this Description, as well as with the Company's employee code of conduct, the Company's sustainable procurement policy and all other internal procedures of the Company and requirements of applicable legal acts.
7. The Description applies to all employees of the Company, regardless of their position or job functions.
8. Each employee shall be personally responsible for proper compliance with this Description.

CHAPTER II VIOLENCE AND HARASSMENT AT WORK

9. Understanding violence and harassment at work:



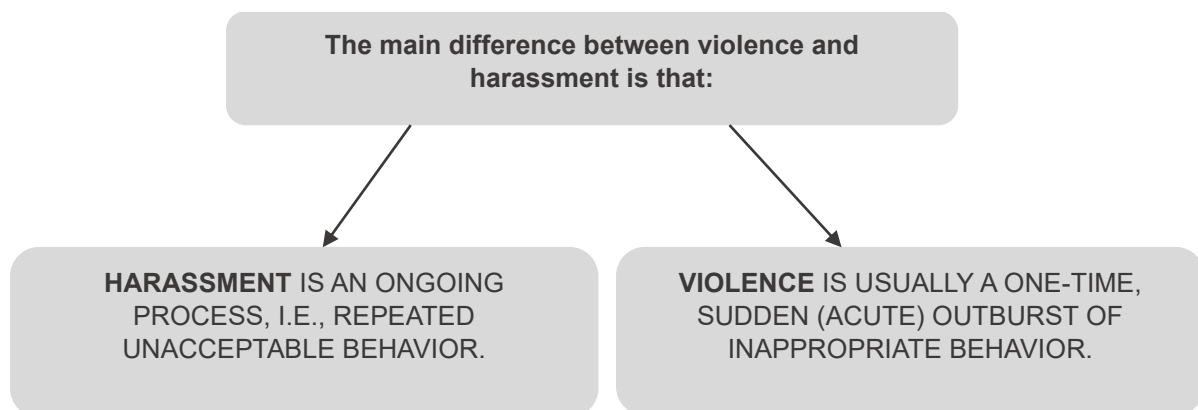
10. Recognition of violence and harassment:

10.1. violence and harassment mean unacceptable conduct by one or more persons, which may take various forms;

10.1.1. **harassment** – unwanted conduct where, on the grounds of *sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion*, the purpose or effect is to violate a person's dignity and to create or result in an intimidating, hostile, degrading or offensive environment. Harassment may be expressed orally or in writing and, less commonly, through physical actions;

10.1.2. **sexual harassment** – unwanted offensive conduct of a sexual nature towards a person, expressed orally, in writing or by physical action, with the purpose of violating the person's dignity, in particular by creating an intimidating, hostile, degrading or offensive environment;

10.1.3. **violence** – intentional *physical, psychological, sexual or economic* impact, by action or omission, exerted on another person in connection with work, as a result of which the employee suffers or may suffer non-material or material damage.



Most Common Expressions (Forms) of Violence and Harassment

Psychological pressure | Unethical and disrespectful behavior toward other employees | Insults | Unfounded remarks and/or criticism | Threats | Prohibition | Unethical comments | Intimidation | Humiliation | Offensive remarks | Undermining achievements | Defamation | Ignoring | Oppression | Manipulation | Sarcasm | Intent to ridicule | Insulting behavior | Shouting | Other unacceptable behavior intended to hurt, intimidate, or belittle an employee.

Possible Perpetrators of Violence and Harassment

One employee | A group of employees | Clients | Visitors | Other third parties

Reasonable work-related criticism – the employer has the right to assess an employee's professional qualities and work performance. During a performance evaluation, the employee may be informed of the shortcomings and strengths of the work performed, and comments may be provided.

What is not considered violence and harassment?

The most common cases in which an employee may unjustifiably interpret lawful actions of the employer as violence and harassment:

Demandingness – the employer may verify whether the employee complies with the duties assigned under the employment contract and may require compliance with the requirements of local legal acts, such as arriving at work on time, prohibiting the employee from leaving the workplace without the direct manager's permission, etc.

Misunderstanding of violence and harassment – an employee may be unaware of the requirements of legal acts with which they are required to comply, may not have been properly familiarized with the company's internal (regulatory) legal acts, etc.

Misunderstandings / discussions / differences of opinion between the employer and the employee cannot, in themselves, be considered violence or harassment.

11. Violence and harassment are prohibited:
 - 11.1. in workplaces, including public and private places, when the employee is under the employer's authority or performs duties under the employment contract;
 - 11.2. during rest and meal breaks or when using domestic, sanitary and hygiene facilities;
 - 11.3. during work-related trips, travel, training, events or social activities;
 - 11.4. during work-related communication, including communication by means of information and electronic communications technologies;

- 11.5. in accommodation provided by the employer;
- 11.6. on the way to or from work.
- 12. The strategy against violence and harassment is provided in Annex 1.
- 13. The action scheme for employees who have experienced or may have experienced violence and harassment at work is provided in Annex 2.

CHAPTER III

RULES OF EMPLOYEE CONDUCT (WORK ETHICS)

- 14. All employees of the Company shall comply with the rules of conduct (work ethics) established in the Company, which are intended to create a working environment that protects and safeguards the honour and dignity, physical and psychological integrity of an employee or group of employees.
- 15. The main rules of employee conduct are provided in Annex 3.
- 16. An employee who breaches these Rules of Work Ethics and Conduct shall be liable in accordance with the procedure established by labour laws of the Republic of Lithuania. For breaches, the employer shall have the right to apply disciplinary liability – a warning, reprimand or dismissal from work due to the employee's fault, in compliance with the requirements of the Labour Code. If the employee's unlawful actions or omissions cause material damage to the employer, the employee shall compensate such damage to the extent and in accordance with the procedure established by law. The employer may also apply additional measures, such as mandatory training, consultations or other measures necessary to ensure proper employee conduct.

CHAPTER IV

PROCEDURE FOR SUBMITTING AND EXAMINING REPORTS OF VIOLENCE AND HARASSMENT

- 17. An employee who reasonably believes that he or she has experienced or may have experienced violence and harassment shall have the right to report this orally or in writing to the designated responsible person. Information about possible breaches related to violence or harassment may be submitted by employees by email to: trust@gby.lt. Confidentiality and protection against adverse effects shall be ensured in accordance with the Law on the Protection of Whistleblowers.
- 18. An employee who has experienced violence and harassment by the head of the Company shall have the right to apply to the person who appointed the head to the position or to the founder of the legal entity regarding the assessment of the head's conduct, to the State Labour Inspectorate of the Republic of Lithuania under the Ministry of Social Security and Labour regarding the identification of the situation and the application of impact measures, and to institutions examining individual labour disputes or service disputes regarding compensation for damage.
- 19. In the report, the employee is recommended to indicate:
 - 19.1. the situation, manifestations and circumstances of the incident;
 - 19.2. whether the unacceptable conduct was committed by a person working in the Company or by another person (client, etc.); if known, more detailed information shall be provided (name, surname, etc.);
 - 19.3. possible witnesses;
 - 19.4. any other available information (lawfully made audio recordings, correspondence, etc.).
- 20. All reports, whether oral or written, shall be registered and examined. The designated responsible person shall register reports in a non-public register (Annex 4).
- 21. If the report is received by post, the employee performing document management functions shall not register the report. The report shall be immediately, but no later than on the next business day, forwarded to the designated responsible person, who shall register it in the designated register.
- 22. The designated responsible person shall submit the received information to the head of the Company immediately, but no later than on the next business day.
- 23. The head of the Company, having assessed the situation, manifestations and circumstances of the received report, shall, no later than within 3 business days from the date of receipt of the report, instruct the designated responsible person or the committee to examine the case of violence and harassment at work. The committee shall be formed to examine all cases of violence and harassment at work or a specific case of violence and harassment at work where certain circumstances arise (for example,

during temporary incapacity for work, vacation or business trip of one of the committee members, as well as where the report is received regarding unacceptable conduct of a committee member or members, etc.).

24. The main functions of the designated responsible person or the committee are:
- 24.1. to assess the received information about the experienced violence and harassment within the shortest possible time, but no later than within 5 business days from the date of receipt of the report;
 - 24.2. to interview the person who submitted the report and the person whose conduct is the subject of the report (the parties shall be interviewed separately). If necessary, other persons who may provide additional information shall be interviewed, if this is requested by the person who submitted the report.
 - 24.3. if necessary, to collect additional information related to the report and clarify additional circumstances of the incident;
 - 24.4. to examine the case of violence and harassment at work within the shortest possible time, but no later than within 1 month from the date of receipt of the report;
 - 24.5. after examining the case of violence and harassment at work, to submit a conclusion to the head of the Company.
25. The designated responsible person or the committee shall have the right to:
- 25.1. to propose to the head of the Company that the victim be given the opportunity not to attend the workplace while the report is being examined;
 - 25.2. where it is difficult to clarify the circumstances of the unacceptable conduct or there are doubts as to the validity of the report regarding the experienced unacceptable conduct, upon coordination with the head of the Company, to seek consultation from a psychologist;
 - 25.3. to submit proposals to the head of the Company regarding further actions in respect of the victim and the person who behaved unacceptably or because of whom the employee experienced violence and harassment;
 - 25.4. to recommend to the head of the Company that the report be rejected as unfounded.
26. The employer, having assessed the conclusion of the designated responsible person or committee that conducted the investigation, shall adopt a decision to approve or not approve the conclusion.
27. The employee who reported the experienced violence and harassment, as well as the employee whose conduct was subject to the internal investigation of the case of violence and harassment, shall be provided in writing, no later than within 3 business days from the adoption of the employer's decision, with the said decision and the conclusion of the designated responsible person or committee that conducted the investigation, or an extract thereof, ensuring the protection of personal data. Personal data processed during investigations (identity data, contact details, position, circumstances of the investigation, related documents/records) shall be processed in accordance with the GDPR and Article 5 of the Law on Legal Protection of Personal Data. The rights of data subjects shall be exercised in accordance with the Company's privacy policy.
28. An employee who disagrees with the employer's decision shall have the right to appeal it in accordance with the procedure established for the examination of individual labour or service disputes.
29. The employer, having approved the conclusion of the designated responsible person or committee that conducted the investigation, in which the existence of a fact of violence and harassment at work was established:
- 29.1. shall decide on the application of impact measure(s) to the employee who committed violence and harassment;
 - 29.2. shall organize a seminar, discussion or training for employees on a topic relevant to the specific case, or apply other available measures to reduce possible consequences.
30. The employer shall ensure that persons who have experienced violence and harassment have every opportunity to receive legal assistance and emotional support.
31. The employer, having approved the conclusion of the designated responsible person or committee that conducted the investigation, in which the existence of a fact of violence and harassment at work was not established, shall, in compliance with the principle of proportionality, additionally remind employees (for example, by sending emails, organizing a seminar, discussion or training) about the signs and manifestations of violence and harassment at work, standards of respectful conduct and other relevant matters.

32. **Principles for examining reports:**

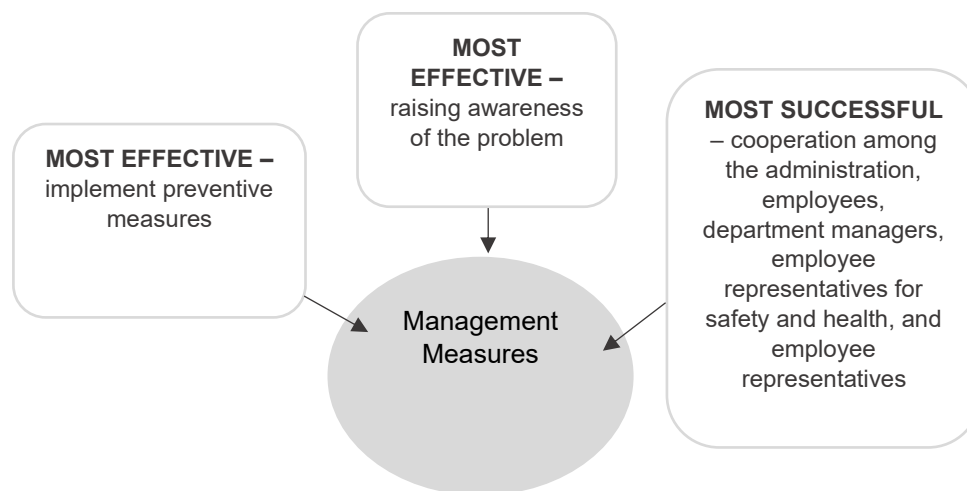
- 32.1. presumption of innocence – a person shall be considered innocent until a decision is adopted regarding his or her unacceptable conduct;
- 32.2. promptness – the case shall be examined within the shortest possible period;
- 32.3. directness – all persons related to the case (the victim, the employee who behaved or may have behaved unacceptably, and the witness(es)) shall be given every opportunity to provide explanations;
- 32.4. impartiality – the case shall be examined objectively, without any preconceived opinions regarding the assessment of the circumstances.

33. **Confidentiality:**

- 33.1. in order to ensure confidentiality, the designated responsible person and the committee shall sign a Confidentiality Undertaking (Annex 5). It is prohibited to disclose any information related to the examination of violence and harassment at work to persons who do not participate in the examination process;
- 33.2. confidentiality shall be ensured for the employee who submitted the report;
- 33.3. any persecution or hostile conduct against an employee who submitted a report regarding experienced violence and harassment shall be prohibited and shall be considered a gross breach of work duties.

CHAPTER V PREVENTION MEASURES

34. In order to reduce and/or manage violence and harassment in the working environment, preventive measures for the management of psychosocial risk factors shall be established and implemented.



35. The following main prevention measures are established in the Company:

35.1. **Improvement of the psychosocial environment:**

- 35.1.1. to ensure fairness and a sense of safety in the workplace. Employees' abilities and work results shall be assessed respectfully and objectively, the Company's resources shall be allocated fairly, and fair remuneration for work shall be ensured. Efforts shall be made to ensure that employees' workload is optimal and that sufficient time is available to perform tasks;
- 35.1.2. to ensure a safe and healthy working environment in all matters related to employment relationships;

- 35.1.3. to improve employees' work-life balance;
 - 35.1.4. to organize various leisure activities and cultural events;
 - 35.1.5. to take into account cooperation between employees (whether employees like working together, whether they get along and work as a team, whether tasks are distributed evenly, how specialists of different professions work together, and whether conflicts occur frequently);
 - 35.1.6. employees shall clearly understand what is expected of them at work. Work shall be clearly defined and employees shall be properly trained for the specific work;
 - 35.1.7. employees shall trust their direct manager, and the direct manager shall care about how subordinate employees feel;
 - 35.1.8. in order to prevent an increase in cases of violence and harassment in the working environment, prolonged stressful situations shall be avoided and cases where employees are absent from work due to illness shall be monitored.
- 35.2. Improvement of the physical working environment:**
- 35.2.1. to ensure that workplaces are comfortable and safe and comply with legal requirements established for workplaces;
 - 35.2.2. to ensure that work equipment is technically sound and properly maintained.
- 35.3. Registration and examination of cases of violence and harassment at work:**
- 35.3.1. employees shall be informed about the possibility to report experienced or possibly experienced violence and harassment at work;
 - 35.3.2. cases of violence and harassment at work involving employees shall be registered and examined in accordance with the procedure established in the Company.
- 35.4. Informing and training employees and managers:**
- 35.4.1. the Company shall organize training for employees on the risks of violence and harassment, prevention measures, and employees' rights and obligations in the field of violence and harassment. Training shall be organized periodically. The frequency of training shall be determined by the employer, ensuring that it is carried out at least once every 3 calendar years;
 - 35.4.2. the Company shall instruct all employees to participate in training intended for the prevention of violence and harassment at work. If, due to objective reasons (performance of urgent or pre-planned necessary official functions, incapacity for work, vacation, business trip, etc.), an employee cannot participate in such training, the employee shall be given the opportunity to familiarize himself or herself with the training material within 5 business days from the end of the specified circumstances;
 - 35.4.3. newly hired employees shall be given the opportunity to familiarize themselves with the training material no later than within one month from the date of employment;
 - 35.4.4. employees shall be provided with public information (posters, leaflets, memos, etc.) in order to provide knowledge about violence and harassment at work and its impact, whom to contact after experiencing various unacceptable conduct, prevention measures, etc.;
 - 35.4.5. all employees shall be informed (during assemblies, meetings or by other public means) about the Description applied in the Company, the strategy aimed against violence and harassment, the rules of desired positive conduct, the measures being implemented, possibilities for defending violated rights, etc.;
 - 35.4.6. all employees shall be informed that violence and harassment are not tolerated;
 - 35.4.7. employees shall be periodically reminded about possible situations of violence and harassment, decisions in examined cases of violence and harassment at work, and acceptable conduct that would help avoid and/or reduce conflicts at work;
 - 35.4.8. training shall be organized for managers to improve their competence so that managers are able to notice undesirable employee conduct, assess possible consequences of

workplace conflict and identify measures that would help prevent manifestations of violence and harassment, assist employees who have experienced violence and harassment at work, ensure confidentiality of information about employees who have experienced violence in accordance with applicable legal acts, and promote a working environment based on mutual respect;

35.5. Cooperation:

35.5.1. employees shall be encouraged to speak openly about the issue of violence and harassment at work, to create communication based on respect, etc.;

35.5.2. cooperation between employees and managers shall be based on respect and openness.

35.6. Appointment and obligations of the designated responsible person:

35.6.1. the designated responsible person shall:

35.6.1.1. inform an employee who has experienced violence and harassment at work about the assistance available to him or her and organize the provision of the necessary assistance;

35.6.1.2. consult employees on matters of violence and harassment at work or in the event of a conflict;

35.6.1.3. listen to employees' concerns and organize internal communication by informing employees about cases of psychological violence at work and their resolution, possible risks of psychological violence and ways to protect themselves;

35.6.1.4. ensure the dissemination of feedback;

35.6.1.5. be familiar with the requirements of legal acts of the Republic of Lithuania regulating the protection of confidential information;

35.6.1.6. not disclose or transfer confidential information to any person who is not authorized to access such information, either within or outside the Company. Confidential information shall include the data of a person who, in accordance with the procedure established by laws of the Republic of Lithuania, has submitted a report regarding experienced violence and harassment, as well as other information enabling such person to be directly or indirectly identified;

35.6.1.7. notify the director of the Company of any observed or known situation that may pose a threat to the security and confidentiality of such information;

35.6.1.8. protect confidential information during the term of contractual relations with the Company, as well as after starting to perform other duties or after termination of employment relations;

35.6.1.9. perform other functions assigned by the head of the Company related to the prevention of violence and harassment;

35.6.1.10. organize and implement the prevention measures provided for in the Description of the Violence and Harassment Prevention Policy;

35.6.1.11. the designated responsible person shall be liable under the laws of the Republic of Lithuania for non-compliance with confidentiality obligations.

35.7. Provision of assistance to persons who have experienced violence and harassment at work:

35.7.1. to ensure the assistance of all necessary specialists (psychologists, psychiatrists and others) to the victim who may experience anxiety, fear, irritability, sleep disorders, anger, frustration and other psychological symptoms;

35.7.2. to ensure the victim's reintegration into the workplace, transfer to another job, or granting of leave;

35.7.3. where necessary, to provide assistance to the victim in applying to court.

35.8. Application of ultimate measures against the perpetrator:

35.8.1. repeated familiarization with the Description and other related documents, emphasizing the matter in respect of which the report was submitted;

35.8.2. written warnings, transfer to another department or position, or dismissal from work. Before applying these measures, both parties shall be objectively heard, taking into account explanations, circumstances and the perpetrator's previous conduct; an informal conversation with the perpetrator shall be initiated and a psychologist's consultation shall be assigned.

- 36. The head of the Company shall appoint the person or persons responsible for organizing and implementing prevention measures.
- 37. Prevention measures may be applied together or implemented gradually, in order of priority.
- 38. Prevention measures shall be reviewed, taking into account manifestations of violence and harassment at work identified in the Company, and, where necessary, updated.
- 39. After examining a case of violence and harassment at work, additional prevention measures may be established.

CHAPTER VI FINAL PROVISIONS

- 40. The Description shall be reviewed and updated taking into account reports received regarding violence and harassment, identified cases of violence and harassment, changes in possible related risks or the emergence of new risks, or upon request of a labour inspector of the State Labour Inspectorate of the Republic of Lithuania.
- 41. Employees shall have the right to submit proposals regarding the improvement of the provisions of the Description.
- 42. The Description shall be continuously available to employees in the Company's internal system.
- 43. Before approving and/or amending this Description, the Company shall carry out the information and consultation procedures with employees and/or their representatives established in the Labour Code. The approved Description shall be published by the usual means used at the workplace, and newly hired employees shall be familiarized with it against signature.
- 44. The head of the Company's Legal Department shall be responsible for the prevention of violence and harassment in the Company. For all matters related to the prevention of violence and harassment at work, employees may contact the head of the Company's Legal Department by email or at trust@gby.lt.
- 45. The GBY Board shall be responsible for the supervision and amendments of the Description.
- 46. Failure to comply with the requirements of this Description shall be considered a breach of work duties, for which sanctions established in the Labour Code and the Company's internal legal acts may be applied. Employees shall be liable for false reports in accordance with the procedure established by legal acts of the Republic of Lithuania.
- 47. When fulfilling the obligations provided for in Article 30 of the Labour Code, personal data shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), the Law on Legal Protection of Personal Data of the Republic of Lithuania, approved data controller documents and other legal acts regulating the processing and legal protection of personal data. The rights of data subjects shall be exercised in accordance with the Company's privacy policy.

STRATEGY AGAINST VIOLENCE AND HARASSMENT

Each employee must respect the dignity of others, communicate with others politely and respectfully, and, through their conduct, ensure a work environment in which no person is subjected to hostile, unethical, degrading, aggressive, offensive, or insulting actions.

If necessary, specialists from other companies, institutions, or organizations must be consulted on matters related to the improvement of psychosocial working conditions.

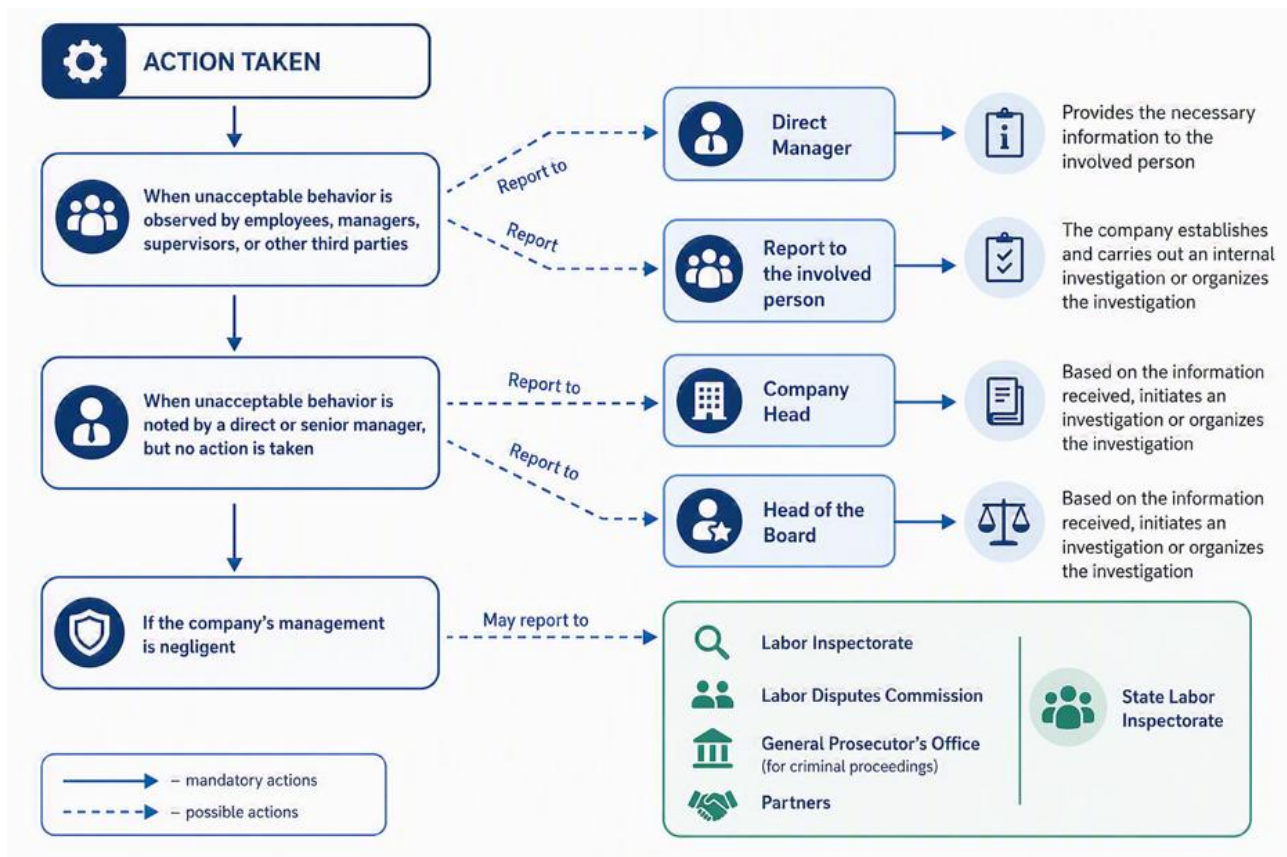
Harassment and/or violence, as well as unethical and disrespectful conduct toward employees and other persons, is prohibited. Any form of violence and harassment is not tolerated.

All persons involved in a case of violence and harassment at work must be given the opportunity to express their views.

It is important to stop or change unacceptable actions as quickly as possible.

All reports received regarding violence and harassment at work are examined, and all related conflicts are resolved. Decisions are made in accordance with the principles of objectivity and impartiality.

ACTION SCHEME FOR EMPLOYEES WHO HAVE EXPERIENCED OR MAY HAVE EXPERIENCED VIOLENCE AND HARASSMENT AT WORK



RULES OF EMPLOYEE CONDUCT:

MEMO FOR EMPLOYEES

Unacceptable behavior (non-exhaustive list):



Deterioration of working conditions, etc. | Unfounded criticism of completed tasks, etc. | Dissemination of false information that may harm an employee's honor and dignity, etc. | Unpleasant comments of different nature, etc. | Excluding an employee from the team and common activities, etc. | Withholding information, etc. | Constant disregard or denial of an employee's requests and needs, etc. | Assigning an inadequate workload, etc. | Manipulation of remuneration, etc. | Threats related to an employee's finances, etc. | Setting unachievable requirements, etc. | Malicious mockery, biting irony, etc. | Making mocking remarks about an employee or associative jokes, etc. | Communication in a raised tone, uncontrolled emotions, etc. | Public comments intended to humiliate, belittle, or show contempt toward an employee, etc. | Insults intended to undermine an employee's self-confidence, etc. | Actions, statements, or gestures directed at an employee's self-respect and self-worth with the aim of humiliation | Unlawful and intentional physical impact on an employee's body against the employee's will | ...

Acceptable behavior (non-exhaustive list):



Open and fair communication | Acceptance of mutually beneficial conflict resolution | Willingness to seek compromise | Respect for opinions | Listening without personal prejudice | Respectful and tolerant behavior toward colleagues | Conduct that allows others to feel physically and emotionally safe at work | Providing assistance to other colleagues in their professional activities | Sharing experience and knowledge | Acknowledging one's professional mistakes | Not abusing granted powers or authorizations | ...

Please remember that you have the right to:



Work in a safe work environment free from any manifestations of violence and harassment | Have clearly defined job functions and responsibilities | Participate in training on the prevention of violence and harassment | Contribute to fostering a respectful workplace culture and the quality of communication | Balance work and personal life needs | Participate in professional risk assessment | Participate in the development and implementation of an anti-violence strategy | Submit proposals on matters related to the prevention of violence and harassment | Use the established measures for the prevention of violence and harassment.



Violence or harassment, including psychological violence and gender-based violence or harassment, discriminatory actions, or violations of honor and dignity toward other employees or third parties during working hours or at the workplace shall be considered a gross breach of work duties pursuant to Article 58(3)(4) of the Labor Code of the Republic of Lithuania.

Treat your colleagues the way you would like your colleagues to treat you!



Description of the Violence and Harassment Prevention Policy

Annex 4

REGISTER OF REPORTS OF VIOLENCE AND HARASSMENT AT WORK

No.	Name and surname of the person submitting the report	Date of submission	Brief description of the case of violence and harassment at work	Decision adopted



Description of the Violence and Harassment Prevention Policy

Annex 5

CONFIDENTIALITY UNDERTAKING

20_____ No. _____

1. I understand that, in performing my duties at the **Company**, I shall have access to information about persons in respect of whom the requirement to ensure confidentiality applies. This information may be disclosed or transferred only to authorized persons or institutions in cases established by the laws of the Republic of Lithuania.
2. I know that confidential information consists of the data of a person who, in accordance with the procedure established by laws of the Republic of Lithuania, has submitted a report regarding experienced violence and harassment, as well as other information enabling such person to be directly or indirectly identified.
3. I undertake to ensure confidentiality and not to disclose or transfer information considered confidential to any person who is not authorized to access such information, either within or outside the Company. I also undertake to notify the head of the Company of any observed or known situation that may pose a threat to the security and confidentiality of such information.
4. I know that this undertaking shall remain valid for the entire duration of my employment or contractual relationship with this Company, as well as after I start performing other duties or after termination of the employment relationship.
5. I have familiarized myself with the requirements of legal acts of the Republic of Lithuania regulating the protection of confidential information.
6. I have been warned that I shall be liable under the laws of the Republic of Lithuania for failure to comply with this undertaking.

(Signature)

(Name, surname)