

RIMAC	POLICY				Version: 01
	PREVENTION AND DISCIPLINE OF SEXUAL HARRASSMENT				
	Macro Process:	Management and human development	Process:	Labor Relations	

1. OBJECTIVE

This Policy on the Prevention and Discipline of Sexual Harassment (hereinafter, the Policy) is issued in compliance with Law No. 27942, Law on the Prevention and Discipline of Sexual Harassment, and Article 24 of its Regulations approved by Supreme Decree No. 014-2019-MIMP.

RIMAC SEGUROS Y REASEGUROS S.A. (hereinafter, RIMAC SEGUROS), is committed to ensuring a work environment free from all forms of sexual harassment, in which the dignity and integrity of the people who are part of it are respected. To this end, RÍMAC SEGUROS shall take the prevention, protection, investigation, and discipline measures provided for in this Policy and the applicable legal system.

The provisions regulated in this Policy apply to all EMPLOYEES of RIMAC SEGUROS.

Further, in application of Articles 25 and 75 of Supreme Decree No. 014-2019-MIMP, these provisions extend to personnel subject to labor training arrangements, staff provided by intermediary companies, personnel displaced by outsourcing undertakings and/or persons subject to a civil relationship, where applicable. In these cases, the application of this Policy does not imply recognition of the employment relationship of the alleged victim and/or the alleged harasser with RÍMAC SEGUROS.

2. DEFINITIONS

For the purposes of this Policy, the following definitions apply:

a) Reporting channels

RÍMAC SEGUROS has the following reporting channels:

Anonymous channels: For further reference see the Code of Conduct applicable to RIMAC SEGUROS.

- Email: rimac@canaldeintegridad.com
- Online: <http://www.canaldeintegridad.com/rimac>
- Toll Free Hotline: 0-800 1 8114 (option 2) or 219-7104 (option 2)
- In writing to Ernst & Young at the following address: Av. Víctor Andrés Belaúnde 171, Piso 6, San Isidro, Lima 27, Lima – Peru, attention Mr. Rafael Huamán, Reference: RIMAC Integrity Channel.
- Personal interview: In Av. Víctor Andrés Belaúnde 171, Floor 6, San Isidro, Lima 27, Lima - Peru, ask for Mr. Rafael Huamán.

Formal channels: as regulated in this Policy (Section 9).

b) Harassed or victim: Any person, regardless of gender, gender identity or sexual orientation, who is a victim of sexual harassment.

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- c) Harasser: Any person, regardless of gender, gender identity, or sexual orientation, who performs one or more acts of sexual harassment.
- d) Worker: Any male or female with an employment relationship within the scope of this Policy.

3. CONCEPT AND CONFIGURATION

Sexual harassment is a form of violence. It is configured through the conduct of a sexual or sexist nature or connotation, unwanted by the person against which it is directed, and which may: (i) create an intimidating, hostile, or humiliating environment, or (ii) affect their work, training, or any other type of activity or situation. The last two consequences are not necessary for its existence.

Also, sexual harassment is configured:

- a) Without being required to prove rejection or repeated conduct.
- b) Regardless of whether there are degrees of hierarchy between the harassed person and the harasser.
- c) Regardless of whether the act of sexual harassment occurs during or outside the training, working or similar day; or whether it occurs in the training, working, or similar place or environment.

For such purposes, under Article 3 of Convention No. 190, Convention on Violence and Harassment of the International Labor Organization, the acts referred to in the preceding paragraph shall be deemed to be as follows:

- In the workplace, including in public and private spaces when they are a workplace.
- In places where the worker is paid, where the worker takes breaks or where he/she eats, or where he/she uses sanitary or grooming facilities and in changing rooms.
- In work-related travel, trips, events, or social or training activities.
- In the context of work-related communications, including those made through information and communication technologies.
- In the accommodation provided by RÍMAC SEGUROS, if applicable.
- In commuting between home and the workplace, when the transport is provided by RÍMAC SEGUROS, if applicable.

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4. MANIFESTATIONS

Sexual harassment can occur through the following behaviors:

- a) Promise implicit or explicit to the victim, preferential or beneficial treatment with respect to his/her current or future situation in exchange for sexual favors.
- b) Threats by means of which it is demanded, implicitly or explicitly, unwanted conduct by the victim that violates or offends his/her dignity.
- c) Use of terms of sexual or sexist nature or connotation (written or verbal), sexual insinuations, sexual propositions, obscene gestures or display through any means of images of sexual content, which are unbearable, hostile, humiliating, or offensive to the victim.
- d) Body approaches, rubbing, touching, or other physical conduct of a sexual nature that are offensive and unwanted by the victim.
- e) Offensive or hostile treatment due to the rejection of the above-noted behaviors.
- f) Other conduct that fits the concept of sexual harassment provided for in the previous paragraph of this Policy.

5. PREVENTION MEASURES

RÍMAC SEGUROS shall adopt the following prevention measures:

- a) It shall provide sexual harassment training at the beginning of the employment, training, contractual or other relationship of authority or dependence, with the objective of:
 - Raise awareness of the importance of sexual harassment.
 - Identify situations of sexual harassment.
 - Provide information on the channels for handling complaints and accusations.
- b) It will provide specialized annual training to members of the Sexual Harassment Intervention Committee.
- c) It shall periodically disseminate information through the intranet of RÍMAC and other means it deems appropriate, information to identify: (i) conduct that constitutes acts of sexual harassment; and (ii) applicable discipline.
- d) It will disseminate through the intranet of RÍMAC SEGUROS and other means that it deems appropriate: (i) channels of attention of complaints or accusations; (ii) the formats for filing complaints or accusations; and (ii) basic information on the investigation and discipline procedure.

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- e) Other measures available to Law No. 27942, Law on the Prevention and Discipline of Sexual Harassment and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

6. RIGHTS OF ALLEGED VICTIMS

In addition to those recognized in the current legislation, alleged victims of sexual harassment shall have the following rights:

- a) To be made available to the channels of medical, physical, and mental or psychological care available through RÍMAC SEGUROS. If such services are not available, to be referred to the corresponding public or private health services.
- b) To request the necessary protective measures, either ex officio or at the request of a party, and to be implemented immediately. Such protective measures may include:
- Rotation or change of location of the alleged harasser.
 - Temporary suspension of the alleged harasser.
 - Rotation or change of venue.
 - Request to the competent body for the issuance of an order of impediment of approach, proximity, or family environment, or to initiate any form of communication.
 - Take a vacation break, provided it is expressly requested.
 - Other measures that seek to protect and ensure the victim's well-being.
- c) Not to be exposed to situations of re-victimization, such as the repetitive statement of events, confrontation or questioning of his/her conduct or personal life, confrontations with the alleged harasser, among others.
- d) To take legal action for the cessation of hostility or terminate the employment relationship and request payment of compensation for arbitrary dismissal, where one of the following situations occurs:
- The harasser is the employer, management personnel, trusted personnel, owner, associate, director, or shareholder.
 - RÍMAC SEGUROS has failed to initiate an investigation of the case or to take appropriate protective and sanctioning measures. In this case, the actions proceed regardless of the category or position of the alleged harasser.

These actions are filed within a maximum period of 30 calendar days, counted from the day following the last act of harassment or indications thereof. When the internal investigation and discipline procedure has been initiated, the 30 days are counted from the day after the decision which terminates the procedure has been issued or, if not, from the date on which it should have been issued.

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- e) To be informed that RÍMAC SEGUROS has filed a complaint with the competent institutions, when, during, or as a result of the procedure of investigation and sanction of sexual harassment, RÍMAC SEGUROS considers that there is evidence of the commission of a crime.

7. EMPLOYEES' OBLIGATIONS

Employees have the following obligations:

- a) Do not engage in conduct that constitutes sexual harassment, or any other act that violates the dignity and integrity of individuals.
- b) Participate in coaching, training, lectures, and other dissemination and training activities provided by RÍMAC SEGUROS on sexual harassment.
- c) Use duly and diligently the channels of reporting and filing complaints of sexual harassment, which RÍMAC SEGUROS has made available. Complaints of sexual harassment in bad faith are strictly prohibited.
- d) Employees involved in the internal process of investigating and sanctioning sexual harassment, whether as witnesses, members of the Sexual Harassment Intervention Committee, advisers, or otherwise, must keep its contents confidential. Any breach of this duty is extremely serious and may result in dismissal for serious misconduct.
- e) Employees who become aware of behaviors that constitute or could constitute acts of sexual harassment, must report them only through the channels established by RÍMAC SEGUROS for such purposes. Thus, they must refrain from disclosing information to unauthorized persons, causing rumors, gossip, or any similar situation, that could violate the working environment and reputation of alleged persons involved in such events.

8. RESEARCH AND DISCIPLINE OF SEXUAL HARASSMENT

RÍMAC SEGUROS has implemented an Internal Sexual Harassment Investigation and Discipline Procedure, which shall be governed by the provisions contained in the following articles. The purpose of this procedure is to investigate the existence or accusation of sexual harassment behaviors, identify the perpetrator(s), and apply appropriate sanctions.

The investigation shall be conducted in a confidential, impartial, and effective manner, respecting the rights of defense and due process of the parties, and ensuring the protection of the alleged victim. Similarly, the disciplinary measures imposed shall observe the criteria of reasonableness and proportionality.

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Unless otherwise indicated, communications issued during the internal procedure will be made through corporate mail, with a copy of the personal email provided by the employee at the beginning of the employment relationship.

9. INTERNAL SEXUAL HARASSMENT INVESTIGATION PROCEDURE

This procedure applies to employees and persons subject to any sort of work training. Its development is as follows:

a) Initiation of the procedure

- A complaint of sexual harassment can be filed by (i) persons who consider that they have been victims of such acts or (ii) a third party who has become aware of such acts.
- The complaint is filed verbally or in writing through the anonymous channel ("Integrity Channel regulated in the Code of Conduct applicable to RÍMAC SEGUROS") or the formal channel regulated in these proceedings. In the latter case, the department responsible for receiving the complaint is the Sub Management of Labor Relations of the Division of Management and Human Development (hereinafter, the Sub Management of Labor Relations).

When the complaint is filed through the anonymous channel, or with another manager, superintendent, chief, or general employee, the recipient must transfer it to the Sub Management of Labor Relations, within a maximum period of 1 business day.

- If the alleged harasser is the employee in charge of the Sub Management of Labor Relations, the complaint is filed with the Executive Vice President of the Management and Human Development Division.
- Any representative of RÍMAC SEGUROS shall communicate to the Sub Management of Labor Relations, the facts known by him/her that allegedly constitutes sexual harassment, within 1 business day of knowledge.

b) Medical and psychological care

- The Labor Relations Sub Management makes medical, physical, and mental or psychological care channels available to the alleged victim. This is accomplished within 1 business day of receiving the complaint.
- If authorized by the alleged victim, the report issued, as a result of such care, is incorporated into the procedure as evidence.

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c) Protective Measures

- The Sub-Management of Labor Relations issues the protective measures. This is done within, a maximum, of 3 business days of receipt of the complaint.
- The alleged victim may request the substitution or extension of such measures. These will be granted according to the circumstances of each case, with due justification and ensuring that the decision is reasonable, proportionate, and beneficial to the victim.
- These measures will remain in place until the resolution ending the Internal Sexual Harassment Investigation and Discipline Procedure is issued.
- When it is necessary to ensure the welfare of the victim, the Sub Management of Labor Relations may establish temporary measures in favor of the victim in the resolution that ends the procedure.

d) Transferring the complaint

The Sub Management of Labor Relations forwards the complaint to the alleged harasser and the Sexual Harassment Intervention Committee (hereinafter, the Committee). This is done within 1 business day of receiving the complaint.

e) Research stage

- The investigation is carried out by the Committee, whose members are elected in accordance with the procedure provided by RÍMAC SEGUROS for such purposes.
- The Committee conducts the investigations within a maximum period of 15 calendar days, counted from the time it receives the complaint.
- On the same day that the complaint is received, the Committee grants the alleged harasser a period of 3 business days for him/her to file a defense. This period is counted from the day after receipt. Exceptionally, the Committee may extend this period, which must be duly justified.
- The disclaimers must be in writing and have a clear statement of the facts and evidence that refute the charges made. The evidence is presented in conjunction with the disclaimers and may be:
 - Witness statement.
 - Public or private documents.
 - Recordings, emails, phone text messages, photographs, objects, among others.
 - Psychological, forensic psychiatric, grapho-technical investigations, biological, chemical analysis, among others.

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- Any other suitable means of evidence.

The Committee may receive extemporaneous evidentiary means, upon request duly supported by the alleged harasser.

- The Committee issues a Report with the conclusions of the investigation, which at a minimum contains the following:
 - Description of the facts.
 - Assessment of evidence.
 - Proposal for discipline or for the closing of the case, duly motivated.
 - Recommendation of additional measures to avoid new cases of harassment.

This Report is issued within the investigation period.

- The Committee sends to the Sub-Management of Labor Relations, the report previously indicated, within 1 working day of its issuance.

10. INTERNAL SEXUAL HARASSMENT DISCIPLINE PROCEDURE

This procedure is performed as follows:

- a) The discipline procedure is carried out by the Sub-Management of Labor Relations.
- b) The discipline procedure is carried out within a maximum period of 10 calendar days, counted from the time the Committee Report is received, with the results of the investigation.
- c) The Sub Management of Labor Relations forwards the report to the alleged harasser and the alleged victim and grants them a period of 3 working days for them, if deemed relevant, to submit their allegations.
- d) The Sub Management of Labor Relations issues a final ruling that puts an end to the sexual harassment investigation and discipline procedure. This resolution contains: (i) the discipline against the harasser, if applicable; and (ii) other measures that are necessary to prevent future cases of harassment.

11. OUTSOURCING AND SERVICE INTERMEDIATION COMPANIES

RÍMAC SEGUROS has established an Internal Procedure to address complaints of sexual harassment involving employees of outsourcing and/or labor intermediation companies, who are displaced or stationed at the facilities or operations center of RÍMAC SEGUROS.

The Internal Procedure depends on who is the direct employer of the alleged victim and the alleged harasser.

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a) The alleged harasser is from the outsourcing and/or intermediation company and the alleged victim is from RÍMAC SEGUROS.

- The complaint is filed through the anonymous channel ("Integrity Channel regulated in the Code of Conduct applicable to RIMAC SEGUROS") or the formal channel regulated in these proceedings. In the latter case, the department responsible for receiving the complaint is the Sub Management of Labor Relations of RÍMAC SEGUROS.

When the complaint is filed through the anonymous channel, or with another manager, superintendent, chief, or general employee, the recipient must transfer it to the Sub Management of Labor Relations, within a maximum period of 1 business day.

- RÍMAC SEGUROS informs the Human Resources department of the outsourcing and/or intermediation company, which has received a complaint. This is done within 1 business day of receipt.
- RÍMAC SEGUROS, through its Sub Management of Labor Relations, decides on the protective measures in favor of the alleged victim.
- RÍMAC SEGUROS, through its Committee, conducts the investigation procedure as indicated in paragraph 8 of this Policy.
- RÍMAC SEGUROS transfers to the Human Resources Department of the outsourcing and/or intermediation company, the Report issued by its Committee, provided that, it includes disciplinary recommendations and other additional measures to avoid future cases of harassment. This is done within 1 business day of issuance.

b) The alleged harasser and alleged victim are from an outsourcing and/or intermediation company

- The complaint may be filed with the outsourcing and/or intermediation company, or to the Sub Management of Labor Relations of RÍMAC SEGUROS.

In the event that RIMAC SEGUROS receives the complaint, through the anonymous channel ("Integrity Channel regulated in the Code of Conduct applicable to RIMAC SEGUROS"), or before another manager, superintendent, chief, or general employee, who receives it must transfer it to the Sub Management of Labor Relations of RÍMAC SEGUROS or to the Human Resources Department of the outsourcing and/or intermediation company, within a maximum period of 1 business day.

- The outsourcing and/or intermediation company conducts the investigation and discipline procedure, without prejudice to the corresponding coordination with RÍMAC SEGUROS.

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c) The alleged harasser is from RIMAC SEGUROS and the alleged victim is from the outsourcing and/or intermediation company

- The complaint is filed through the anonymous channel ("Integrity Channel regulated in the Code of Conduct applicable to RIMAC SEGUROS") or the formal channel regulated in this proceeding. In the latter case, the department responsible for receiving the complaint is the Sub Management of Labor Relations of RÍMAC SEGUROS.
- RÍMAC SEGUROS informs the Human Resources Department of the outsourcing and/or intermediation company, or whoever takes its place, that it has received a complaint. This is done within 1 business day of receipt.
- RÍMAC SEGUROS and/or the outsourcing/intermediation company will adopt the appropriate protective measures, with prior coordination. RIMAC SEGUROS makes medical, physical, and mental or psychological care channels available to the alleged victim. This is accomplished within 1 business day of receiving the complaint. If authorized by the alleged victim, the report issued as a result of such care is incorporated into the procedure as evidence.
- RÍMAC SEGUROS will carry out the investigation and disciplinary procedure in accordance with the provisions of paragraphs 8 and 9 of this Policy.

In all cases mentioned above, the investigation procedure does not imply recognition of the employment relationship of the alleged victim and/or the alleged harasser with RÍMAC SEGUROS.

12. OTHER SUBORDINATE RELATIONSHIPS OF NON-EMPLOYMENT NATURE

Article 3(j) of Supreme Decree No. 014-2019-MIMP defines a subjection relationship as any relationship that occurs within the framework of a relationship of service delivery, training, or the like, in which there is a power of influence of one person to the other.

In cases of sexual harassment in a subjection relationship not governed by labor law, such as the provision of civil services, job training programs, and other similar modalities, the provisions of this Policy shall apply to them, as long as applicable to them.

The procedure for investigating and punishing sexual harassment in the context of these relationships is subject to the following characteristics:

- a) The complaint is filed through the anonymous channel ("Integrity Channel regulated in the Code of Conduct applicable to RIMAC SEGUROS") or the formal channel regulated in these proceedings. In the latter case, the department responsible for receiving the complaint is the Sub Management of Labor Relations of RÍMAC SEGUROS.

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- b) The Sub-Management of Labor Relations of RÍMAC SEGUROS dictates the necessary protection measures.
- c) RÍMAC SEGUROS will establish a Committee composed of 2 representatives from the Human Resources Department and 1 from the user area. This Committee shall be responsible for the assessment of the facts reported, respecting the right of defense.
- d) At the end of the investigation, the Committee proposes to the Division of Human Management and Development the sanctions and measures necessary to prevent future harassment.

The implementation of these measures does not imply recognition of the employment relationship of the alleged victim and/or the alleged harasser with RIMAC SEGUROS.

13. TERMINATION OF THE ALLEGED VICTIM AND/OR OF THE ALLEGED HARASSER

The resignation, cessation, or termination of the contractual relationship of the alleged victim and/or the alleged harasser with RIMAC SEGUROS, does not exempt from initiating or continuing with the procedure until its completion and, if applicable, applying the corresponding sanction.

14. NULLITY OF DISMISSAL

RÍMAC SEGUROS recognizes that the dismissal or non-renewal of a fixed-term employment contract is null and void when it occurs for reasons related:

- a) Filing a sexual harassment complaint at work.
- b) Filing of a lawsuit, complaint, or claim of sexual harassment, before any authority.
- c) For participation as a witness in favor of the victim in the procedure of investigation and sanction of sexual harassment.

15. COMMUNICATIONS TO THE MINISTRY OF LABOR AND EMPLOYMENT PROMOTION

RÍMAC SEGUROS shall communicate to the Ministry of Labor and Employment Promotion the following:

- a) Receipt of a complaint, within 6 working days of receipt.
- b) The initiation of an investigation for sexual harassment, ex officio, within 6 working days of its initiation.
- c) The protective measures granted to the alleged victim, within 6 working days of receiving the complaint.
- d) The report approving the discipline imposed by the Human Resources Department, within 6 working days of its issuance.

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16. RESPONSIBLE FOR THE APPROVAL FLOW

STAGE	DEPARTMENT	POSITION	NAME
Preparation	Division of Human Management and Development/Sub-Management of Labor Relations / Relations Labor	Senior Labor Relations Analyst	Christian Aguirre
Approval 1 (content)	Human Management and Development Division / Sub Management of Labor Relationship	Sub Manager of Labor Relations	Saul Flores
Approval 2 (content)	Division of Human Management and Development	Executive Vice President of Human Development and Management	Cecilia Maldonado

17. CHANGE CONTROL

CREATING THE DOCUMENT			
DATE OF ELABORATION	DESCRIPTION	V	ELABORATOR
11/10/2019	Sexual Harassment Prevention and Discipline Policy at Work	01	Christian Aguirre

18. ANNEX

Sexual harassment complaint filing format

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SEXUAL HARASSMENT COMPLAINT FILING FORMAT

Mr./Mrs./

Ms.:

Position:

Company

I, with _____ DNI/Foreigners Identification Card No.

_____, I am filing a COMPLAINT with your office for having been sexually harassed in the workplace by _____, whose relationship with me is as follows_____¹.

I. Description of the facts

In this regard, I proceed to describe the facts:

II. Evidence

¹ Manager/Supervisor
, Partner/co-worker,
Vendor/supplier, customer/client
Other specify)

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To prove the above, I attach and offer the following means of evidence:

- a) [Means of evidence 1]
- b) [Means of evidence 2]
- c) [Means of evidence 3]

(Party Testimony, public or private documents, witness statement, recordings, emails, text messages, photographs, objects, forensic psychological, graphotechnical investigation results, psychological reports, among others).

(*) In case of presenting witnesses: I request under Law No. 27942, Law on prevention and discipline of sexual harassment, and its Regulations, approved by Supreme Decree No. 014-2019-MIMP, to guarantee witnesses offered with personal and labor protection measures, in order to avoid retaliation after the end of the investigation procedure.

III. Protective measures:

In application of Articles 18 and 29.2 of the Regulations of Law No. 27942, Law on the Prevention and Discipline of Sexual Harassment, approved by Supreme Decree No. 014-2019-MIMP, I request that I be granted the following measure(s) of protection:

- a) Rotation or change of location of the alleged sexual harasser.
 - b) Rotation or change of the alleged victim's workplace.
 - c) Temporary suspension of the alleged sexual harasser.
 - d) Requested vacation leave (the number of days and timing will be coordinated with Human Resources).
 - e) Other measures (provided they protect and ensure his/her well-being).
- Detail:

_____ .

In view of the foregoing, I REQUEST the processing of this COMPLAINT in accordance with the procedure established in the Law on the Prevention and Discipline of Sexual Harassment, Law No. 27942, and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

[City], _____ 20____

Signature