

ORGANIZATIONAL NOTE

PLAN FOR REPORTING AND DEALING WITH ACTS OF VIOLENCE, DISCRIMINATION, HARASSMENT, AND GENDER-BASED & SEXUAL VIOLENCE (GBSV)

PROCESSING AND ADMINISTRATIVE INVESTIGATION UNITS

1. PROCESSING UNIT FOR REPORTED INCIDENTS (DISCRIMINATION, HARASSMENT, AND GBSV)

In accordance with TSE's "*Plan for reporting and dealing with acts of violence, discrimination, harassment, and gender-based harassment*," TSE and JIL-TSE Foundation management has established a processing unit. Its role is to provide an initial analysis of reported incidents based on the report prepared by the CARE listening unit and to advise the Director on the appropriate course of action. **The informed written consent of the reporting person is required to activate this unit.**

Principles governing the composition of the processing unit

Members must either hold or have held a management position within TSE (excluding the Director of TSE and the Managing Director of the JIL-TSE Foundation) or possess specialized expertise (e.g., legal, occupational psychology, occupational medicine). Each member must receive specific training on GBSV.

To uphold principles of equality and diversity, it is recommended that the unit's composition reflects gender parity wherever possible. At a minimum, the unit must include at least one representative from each gender.

Composition

The Director of TSE appoints the members of the processing unit and reserves the right to revoke these appointments if necessary, without prior notice or justification. Effective January 1, 2025, the appointed members are:

- Ingela Alger
- Claire Gislou
- Stéphane Kojayan (*lead contact*)
- Nathalie Lalbertie
- Christine Vo-Van

Operation of the Processing Unit

The CARE listening unit forwards reported cases to the lead contact of the processing unit, with the consent of the reporting person.

Upon reviewing the case, the lead contact presents it to the unit members while ensuring that no conflicts of interest exist between the unit members and the parties involved. If the lead contact has a conflict of interest, CARE will forward the case to another member of the processing unit, always with the prior consent of the reporting person.

1. ADMINISTRATIVE INVESTIGATION UNIT

Following the processing unit's analysis of the reported incident, the case is forwarded to the Director of TSE with recommendations on further action.

The Director of TSE has the authority to appoint an ad hoc administrative investigation unit, tasked with conducting the necessary investigations to verify the facts and gather all elements required for decision-making.

Composition

The ad hoc administrative investigation unit consists of two investigators appointed by the Director through a specific letter of assignment, selected from a list of trained and eligible TSE members.

Effective January 1, 2025, the eligible members on this list are:

- Coralie Baroiller
- Ludivine Bonadéi
- Lorna Briot
- Isabelle Dubec
- Joël Echevarria
- Anouch Missirian
- Sylvia Owusu-Ansah

Only individuals who have completed specific training on GBSV and administrative investigation techniques, as approved by TSE management, may be included on this list.

Director of TSE

Christian Gollier

**Managing Director
JLL-TSE Foundation**

Yassine Lefouili