



**Date:** June 1<sup>st</sup>, 2018

## **Policy for Addressing and Preventing Harassment and Discrimination**

### **I. Preface**

This policy focuses on addressing and preventing harassment and discrimination at lool ventures, and is intended to complement and further the legal requirements with respect to the prevention of sexual harassment and discrimination.

### **II. Mission Statement**

At lool ventures we are committed to creating a work environment in which all individuals are treated with respect and dignity, and that is free from unlawful harassment of any kind. lool ventures will have zero-tolerance for any forms of discrimination or harassment by or against any employee, contractor, vendor, applicant, manager, partner, investor, entrepreneur or executive of portfolio companies or potential portfolio companies and/or any third parties with whom lool ventures has a business relationship.

This policy applies equally to all employees and non-employees, including but not limited to partners, vendors, entrepreneurs, and contractor, and also prohibits harassment of third parties, including portfolio company or prospective portfolio company personnel or other industry participants, entrepreneurs, contractors, other outside investors, vendors, clients and volunteers.

### **III. Non-Discrimination Policy**

We are committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities in all aspects of employment and personnel matters (including, without limitation, recruiting and hiring, discipline, and termination), and prohibits discriminatory practices, including harassment.

We expect that all relationships among persons in the workplace will be free of unlawful bias, prejudice and harassment. Therefore, it is lool ventures' policy to ensure equal employment opportunity without discrimination or harassment on the basis of race; color; religion or creed; sex or gender (including pregnancy or childbirth); age; physical or mental disability; national origin or ancestry; marital and partnership status; sexual orientation; or any other characteristic protected by law.

### **IV. Anti-Harassment Policy**

#### *Policy Statement*

lool ventures is committed to maintaining a workplace free from unlawful harassment of any kind (such as oral, written, visual, or electronic) for any reason, including sexual harassment and other unlawful on the basis of race; color; religion or creed; sex or gender (including pregnancy or childbirth); age;



physical or mental disability; national origin or ancestry; marital and partnership status; sexual orientation; or any other characteristic protected by law. Without limitation, this policy governs conduct both in the workplace and at any other location where a firm-sponsored event takes place.

Sexual or other unlawful harassment, whether committed by or against employees, contractors, vendors, applicants, managers, partners, investors, entrepreneurs and executives of portfolio companies or potential portfolio companies and/or any third parties with whom lool ventures has a business relationship, is strictly prohibited and will not be tolerated.

Behavior of the kind described below is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

### *Definition of Prohibited Conduct*

**Sexual Harassment:** Sexual harassment means harassment based on someone's sex or gender and is prohibited under this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature may constitute sexual harassment when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- Submission to or rejection of such advances, requests, or conduct is used either explicitly or implicitly as a basis for employment or compensation decisions affecting the individual; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Sexual harassment includes harassment of women by men, of men by women, and same sex gender-based harassment.

Individuals based in Israel are requested to refer to the Prevention of Sexual Harassment Policy attached as an appendix hereto, for the definition of "Sexual Harassment" and applicable complaint procedure.

**Other Harassment:** It also is difficult to define precisely what conduct constitutes "other harassment". However, such prohibited conduct includes slurs or epithets, threats, derogatory comments, and other kinds of abusive verbal or physical conduct.

**Consensual Relationships:** Employees who are managers or have supervisory responsibility may not have a dating or sexual relationship with any employee to whom they assign work, directly supervise, or whose employment or compensation decisions they influence, without both parties promptly advising Human Resources of such a relationship, so that appropriate assurances/arrangements can be made to assure mutual consent and no adverse impact or favoritism in the workplace. Furthermore, employees should understand that there may be situations where it is determined that no such appropriate arrangements can be made and, therefore, employment decisions may need to be made if the relationship in question is to continue. Should a conflict arise, at the discretion of lool ventures, individuals will be



given the opportunity to decide who is to be transferred to another available position. If no decision can be reached by the individuals themselves within the timeframe set by lool ventures, management will decide who is to transfer or, if necessary, terminated from employment.

### *Complaint Procedure & Investigation*

If you believe that you have been subjected to sexual harassment, other unlawful harassment, or discrimination, or have witnessed or otherwise become aware of such an incident, and if you are comfortable doing so, you should consider making it clear to the offender that such behavior is offensive. You are not, however, required to confront the offender. In either instance, you should promptly report the incident either verbally or in writing to Tami Dvir, [tami@dvirconsulting.com](mailto:tami@dvirconsulting.com), +972-50-433-3102 (“Designated Reporting Representative”), or to Retired Judge Dina Efrati, Independent Ombudsperson for Preventing Harassment and Discrimination, [dina@bdina.co.il](mailto:dina@bdina.co.il), +972-3-6449751, or via the email address [safe@lool.vc](mailto:safe@lool.vc) which is sent in parallel to both the Designated Harassment Representative and to the Ombudsperson.

For lool ventures to be able to remedy alleged unlawful harassment, it is imperative that claims be brought promptly to the attention of the Designated Reporting Representative. Failure to report claims of unlawful harassment hampers lool ventures’ ability to take necessary steps to remedy such situations. A complaint of alleged sexual or other harassment and discrimination will be addressed promptly.

Once a complaint is received, lool ventures will be responsible for investigating the complaint as it considers appropriate. An investigation may include interviews with the complainant, the alleged offender, and any other persons lool ventures deems appropriate. Relevant documents may also be reviewed. Employees are required to cooperate in all investigations. The Firm will endeavor to maintain confidentiality to the extent practicable, but confidentiality cannot be guaranteed.

If lool ventures determines that harassment, discrimination or retaliation in violation of lool ventures’ policy has occurred, appropriate remedial action will be taken, including but not limited to disciplinary action, up to and including termination.

### *Prohibition against Retaliation*

lool ventures prohibits any form of retaliation against individuals who in good faith report allegations of unlawful harassment or discrimination, or otherwise participate in an investigation or proceeding with respect to such complaints.

Conversely, a report made in bad faith will subject the reporting individual to corrective action, up to and including termination.

Acts of retaliation should be reported immediately to a Designated Reporting Representative so that they may be properly investigated and addressed.

### *Additional Enforcement Information*



Individuals in the US should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and applicable state employment agency investigate and prosecute complaints of harassment and discrimination in employment.

ISRAELI APPENDIX

Prevention of Sexual Harassment Policy

Sexual harassment and persecution of sexual nature violate human dignity, freedom, privacy and gender equality, and are also criminal offences and a civil wrongs.

Sexual harassment and persecution of sexual nature harm labor relations, are contrary to lool ventures' policy, and lool ventures will not accept such behavior.

This policy is intended to clarify the main provisions of the Law and the Regulations for the Prevention of Sexual Harassment (Employers' Obligations), 1998. In the event of any contradiction between this policy and the said law and regulations thereunder, the law and regulations shall determine.

**Part A: Definitions of Sexual Harassment and Abuse**

**1. What constitutes sexual harassment?**

(a) Although in most instances sexual harassment is perpetrated by a man toward a woman, sexual harassment may be perpetrated both by a man and a woman, toward a man or a woman, and the law covers all of these possibilities.

(b) In accordance with the sexual harassment law, sexual harassment can be any one of the five forms of prohibited behavior below:

- (1) Sexual extortion (example: A manager threatens to dismiss an employee if she does not submit to his sexual demand).
- (2) An indecent act (example: An employee who touches another employee in an intimate place against her will).
- (3) Repeated proposals of sexual nature, although the person they are pointed at has shown no interest in them.
- (4) Repeated remarks towards a person focusing on that person's sexuality, although the person they are addressed at has shown they are not interested in such (example: employee that has repeatedly made remarks to another employee referring to a sexual aspect of the employee's appearance, although such employee has made it clear such remarks bother him or her).
- (5) A humiliating and degrading reference to a person's gender or sexual orientation, whether or not this person has shown that he or she are bothered by such behavior.

Examples of prohibited behavior include, repeated unwelcome sexual advances, requests for sexual favors, sending sexually explicit email or voicemail, and other unwelcome verbal or physical conduct of a sexual nature despite the object of such attention having shown that they are uninterested, such as uninvited touching of a sexual nature or sexually related comments, and humiliating reference to a person's gender or sexual preferences. Depending upon the circumstances, such conduct also can

include sexual or offensive conversation or joking, commenting about an employee's or another individual's physical appearance.

(c) Disagreement

(1) In general, a person must show that he or she does not agree to an act of sexual harassment. This requirement does not apply to (as mentioned above):

- i. Sexual Extortion;
- ii. A humiliating and degrading reference;
- iii. Repeated proposals or references of a sexual nature, by exploitation of authority at work;
- iv. Repeated proposals or references of a sexual nature toward a minor or helpless person, by exploiting a disciplinary, educational or treatment relationship;
- v. Repeated proposals or references of a sexual nature towards a patient within the framework of psychological or medical treatment, by exploiting the patient's dependence on the person treating him or her.

(2) Disagreements may be expressed either in words or behavior that is unequivocal.

**2. What does not constitute sexual harassment?**

Despite the attempt to define in detail what sexual harassment is, the nature of the definitions will always leave a gray area. For example, it is difficult to define in advance what would be considered to be "humiliating" or "degrading" reference to a person's gender or sexual orientation. However, the prohibition on sexual harassment is not a prohibition on courtship that is done in good spirit and with mutual consent.

**3. What is Abuse?**

(a) According to the Prevention of Sexual Harassment Law and the Equal Opportunities at Work Law, 1988, abuse is one of the following :

- (1) An employer or supervisor on its behalf causes harm to an employee or someone seeking employment, if the source of the offense is of sexual nature. However, regarding sexual harassment of the type of repeated propositions of a sexual character and repeated references to the sexuality of a person, it is sufficient the offense to be only one proposition or only one reference. (For example: a supervisor who prevents the advancement of a female employee as a result of her refusal to a proposition to have sexual contact).

(2) An employer or supervisor on its behalf causes harm to an employee or someone seeking employment when the source of the offense is a complaint of abuse as stated in this paragraph or in a legal prosecution as a result of abuse.

(3) An employer or supervisor on its behalf causes harm to an employee or someone seeking employment when the source of the offense is the assistance of an employee to another employee regarding a complaint or legal prosecution for abuse. (For example: a female employee gives testimony regarding abuse toward another employee. The employer or supervisor decrease her terms of employment as a result of the testimony.)

(b) Defense of a fraudulent complaint - In a trial for abuse, as stated in paragraphs (a)(2) and (3) above - the employer and the supervisor may claim in their defense that the employee or person seeking employment was cognizant of the fact that the suit or complaints were submitted based on details which were fabricated.

#### 4. **Framework of a work relationship**

According to the Prevention of Sexual Harassment Law, sexual harassment or persecution within the “framework of a work relationship”, exists in each of the following four circumstances:

- (1) At the workplace.
- (2) At another location in which activity on behalf of the firm takes place (an exhibition, place in which training or advanced study occurs on behalf of the employer).
- (3) During work (For example: a business trip, which takes place during workhours within the framework of work, such as for a work-related meeting outside of the workplace). It is hereby clarified that any and all sexual harassment, even involving a non-employee of the company - for example customers etc., is prohibited.
- (4) While taking advantage of authority in the work relationship at any place whatsoever (such as the home of the supervisor).

### **Part B: Disciplinary punishment of Sexual Harassment and Persecution**

#### 5. **Consequences of Sexual Harassment and Persecution**

(a) Sexual harassment and abuse constitute unlawful behavior which violates human dignity, freedom, privacy and gender equality.

(b) Sexual harassment and abuse constitute -

- (1) A criminal offense that is liable to cause the incarceration of the harasser or abuser or to require him to pay a fine.

(2) A civil wrong for which a legal claim may be made. In such a claim financial reparations and other recourse, permanent or temporary, may be sought from the harasser, abuser or in certain instances from their employer.

**6. Sexual harassment and abuse constitute misconduct**

Sexual harassment and abuse constitute misconduct for which the harasser or abuser can be liable to undergo disciplinary actions.

**Part C: Employer Policy and Responsibility**

**7. Sexual harassment and abuse violate the firm's policy**

Sexual harassment and abuse in the workplace contradict the firm's policy and there will be zero tolerance to such acts.

**8. Employer Responsibility**

(a) In addition to the prohibition which applies to the employer, as to any person, to harass and abuse, the law places upon the firm a special responsibility for the acts of its employees and representatives, within the framework of a work relationship. An employer must take reasonable steps, as detailed in this code of conduct, of three types:

(1) Prevention of sexual harassment and abuse

(2) Efficient handling of sexual harassment or abuse.

(3) Rectification of an injury as a result of sexual harassment or abuse or as a result of the submission of a complaint or suit for this

(b) According to law, an employer who did not take the steps as stated in this section will be responsible for sexual harassment or abuse which were perpetrated by its employee or supervisor on its behalf within the framework of a work relationship, and the employer may be sued in a civil suit for same.

**Part D: The Prevention of Sexual Harassment and Abuse**

**9. Preemptive Measures**

(a) The firm requires every person appointed by it and any employee to refrain from acts of sexual harassment and abuse in the workplace and to do everything in their power to prevent such acts, all in order to create a work environment that is free from sexual harassment and abuse.

(b) The firm demands that any person acting on its behalf shall take an active and leading role in preventing sexual harassment and abuse in the workplace.



(c) Training and guidance: The firm requires every supervisor and employee to participate in training and guidance on its behalf regarding the prevention of sexual harassment and abuse.

#### 10. Demand for Information

(a) An employee is entitled to –

1. Review and make copies of documents in accordance with the following regulations
  - Prevention of Sexual Harassment Law, 5758-1998;
  - Regulations for the Prevention of Sexual Harassment (Employer's Obligations), 5758-1998;
  - Disciplinary provisions of the workplace regarding sexual harassment and abuse.
2. Receive information about the firm's guidance and training activities on the prevention of sexual harassment and abuse.

#### **Part E: What to do if you have been harassed or abused?**

11. If you believe that you have been subjected to sexual harassment, you may initiate any of three alternative process to address such matter:

- (1) If the harassment has been made in the workplace, you may make a complaint according to the complaint procedure described in detail below;
- (2) A criminal process: report the matter to the police;
- (3) A civil process: within three years issue a claim (usually to the labor court) against either the harasser or, if you believe your employer is responsible, also against your employer.

12. You may decide whether to initiate one or more of the above-mentioned proceedings. The firm may decide how criminal or civil proceedings will affect the manner of treatment under its responsibility (details of this matter are to be found in the next Part).

#### **Part F: Complaint Procedure & Investigation**

13. If you believe that you have been subjected to sexual harassment, or have witnessed or otherwise become aware of such an incident (and preferably you have evidence that the person harassed agree to the complaint) you may report the incident either verbally or in writing to Tami Dvir, [tami@dvirconsulting.com](mailto:tami@dvirconsulting.com), +972-50-433-3102 (“Designated Reporting Representative”), or to Retired Judge Dina Efrati, Independent Ombudsperson for Preventing Harassment and Discrimination,



[dina@bdina.co.il](mailto:dina@bdina.co.il), +972-3-6449751, or via the email address [safe@lool.vc](mailto:safe@lool.vc) which is sent in parallel to both the Designated Harassment Representative and to the Ombudsperson.

If the subject of the complaint is an employee of a contractor:

1. The complaint shall be submitted to the contractor's designated representative or to the Designated Reporting Representative of lool ventures; and
2. If the complaint has been submitted to the contractor's designated representative, such person is entitled to transfer the handling of the complaint to the Designated Reporting Representative of lool ventures and if so - the contractor's designated representative shall inform the complainant accordingly.

#### 14. **Contents of the Complaint**

A complaint shall include information regarding those individuals involved, the place of the event, and in case of an act of sexual harassment information on one of the following enquiries: (a) did the person that has been harassed indicate to the harasser that s/he is disturbed by the act; (b) do relations of authority, dependence or the likes exist between the person harassed and the harasser.

For lool ventures to be able to remedy alleged unlawful harassment, it is imperative that claims be brought promptly to the attention of the Designated Reporting Representative. Failure to report claims of unlawful harassment hampers lool ventures' ability to take necessary steps to remedy such situations. Principals, venture partners, partners, senior executives, managers and supervisors must report all instances or complaints of discrimination and harassment of which they become aware—even if they did not personally experience or observe the discrimination or harassment.

#### 15. **The Investigation**

- (a) Once a complaint has been received, the Designated Reporting Representative shall inform the complainant of the different methods of treatment as prescribed above, and shall further act to investigate the matter, among other by interviews with the complainant, the alleged offender, and any other persons lool ventures deems appropriate. Relevant documents may also be reviewed. Employees are required to cooperate in all investigations.
- (b) If the Designated Reporting Representative is the subject of the complaint or has any other personal interest in the subject of the complaint or those involved in it, he or she shall not be in charge of investigating the complaint.
- (c) A Designated Reporting Representative that has personal interest in the complaint shall transfer the complaint to another designated representative, or in its absence to lool ventures.
- (d) The investigation of the complaint shall be carried out efficiently and without delay.
- (e) Once a complaint is received, lool ventures will be responsible for investigating the complaint while making every effort to maintain the dignity and privacy of the complainant, the subject of the complaint, and any witnesses, and among others:



1. The Designated Reporting Representative shall not disclose any information received during the investigation of the complaint, unless it is necessary for the purpose of the investigation itself or in accordance with the law.
2. The Designated Reporting Representative shall not ask questions or behave in a way that may cause irreparable harm to the subject of the complaint.

**lool ventures may, at its discretion, appoint an external counsel to act on lool ventures' behalf in conducting the investigation of a sexual harassment complaint.**

- (f) lool ventures shall protect the complainant during the investigation of the complaint from any harm to his or her employment as a result of submitting the complaint or from other harm in the framework of work relations that may disrupt the investigation; among others, lool ventures shall act as is deems appropriate under the circumstances to distant the complainant from the subject of the complaint.
- (g) At the conclusion of the investigation, the Designated Reporting Representative shall submit to lool ventures, without delay, a written summary of the findings of the investigation and recommendations for handling the matter.
- (h) If an officer of lool ventures becomes aware of a case of sexual harassment, and no complaint has been filed or if a complainant has been filed but retracted, such matter shall be reported to the Designated Reporting Representative; If such matter has been transferred to the Designated Reporting Representative or it was otherwise informed of such matter, the Designated Reporting Representative shall, to the extent possible, act to investigate the matter in accordance with the investigation guidelines set forth above, subject to the applicable changes, and if a complainant retracted a complaint, clarify the reasons for the retraction.

**16. Measures following the Investigation**

- (a) Once lool ventures receives the findings of the Designated Reporting Representative it shall promptly decide, within seven work days, on exercising its authority regarding each of the following:
  - (1) Instructing the employees involved in the incident, including instructions concerning the rules of appropriate behavior in the framework of work relations and the separation of the subject of the complaint and the complainant, and taking steps regarding work matters, and all in order to prevent a repetition of the act of sexual harassment or intimidation, or in order to remedy the harm caused to the complainant by the harassment or intimidation;
  - (2) Commence disciplinary proceedings according to designated company policy;
  - (3) Not to take any action at all.



- (b) lool ventures shall act without any delay to implement its decision and shall make a detailed written notice of its decision to the complainant, the subject of the complaint, and the responsible person. lool ventures shall enable the complainant and the subject of the complaint to review the findings and recommendations of the Designated Reporting Representative.
- (c) lool ventures is authorized, in case of a change in circumstances, to alter its decision or to delay its implementation, and to issue a reasoned announcement in writing to this effect to the complainant, to the subject of the complaint, and to the Designated Reporting Representative.
- (d) Notwithstanding the above, lool ventures is authorized to postpone its decision on the matter, delay implementing its decision or alter its decision, due to legal measures regarding the incident, and in such case lool ventures shall notify accordingly the complainant, the subject of the complaint, and the Designated Reporting Representative.