



Supervised by
Carolina Velasco; Camila Flores; Matías Campos

Written by
Mylena Barreto

Human Rights Protocol

2023

ADDRESS:

Perla Quiteña,
Quito Ecuador

WEB:

[Astralintu.com](https://astralintu.com)

Table of contents

Introduction

1. Non-Discrimination Policy

1.1 Diversity and Inclusion

- Implement Sensitization Workshops
- Encourage Open Dialogue
- Celebrate Cultural Awareness Days

1.2 Preventing Discrimination in Hiring

- Establish Clear Hiring Guidelines
- Implement Blind Recruitment Practices
- Promote Diverse Interview Panels
- Immediate Termination for Violators

2. Awareness and Training

2.1 Anti-Discrimination Training

- Foster Empathy and Understanding
- Encourage Active Participation

2.2 Promotion of Inclusion

- Diverse Cultural Events
- Employee Resource Groups
- Leadership Engagement

3. Prevention of Corrupt Practices

3.1 Business Ethics

- Business Code of Conduct
- Rigorous Transaction Review
- Collaboration with Relevant Authorities

3.2 Whistleblower Channel

- Confidentiality and Whistleblower Protection
- Impartial Investigation
- Corrective Actions

4. Human Rights Violation Reporting Process at Astralintu Space Technologies

References

Introduction

As leaders and authorities in our communities, we wield influence in the very places where fundamental values are imparted. It is imperative to introduce programs that consciously embrace human differences, programs rooted in the absolute respect for human rights, regardless of gender, sexual orientation, religious beliefs, ethnicity, or any other characteristic that adds color to the infinite spectrum of human identity. Astralintu Space Technologies is a company committed to promoting human rights, diversity, and inclusion. We are dedicated to creating a workplace where all employees are treated with dignity and respect, regardless of their ethnic background, nationality, gender, sexual orientation, religion, disability, or any other personal characteristic. Additionally, we are committed to ethical business practices and corruption prevention in all its forms. Below is our internal protocol to combat discrimination and ensure integrity within our company:

1. Non-Discrimination Policy

1.1 Diversity and Inclusion

We foster an inclusive work environment that not only recognizes but celebrates diversity in all its forms. We firmly uphold a zero-tolerance policy against discrimination or harassment based on race, gender, sexual orientation, religion, disability, or any other legally protected characteristic. To promote a culture of inclusivity, we:

- **Implement Sensitization Workshops**

Regular workshops and training sessions are conducted to raise awareness about unconscious biases, cultural differences, and the importance of embracing diversity.

- **Encourage Open Dialogue**

We establish open forums and safe spaces where employees can share their experiences, voice concerns, and engage in constructive conversations about diversity and inclusion.

- **Celebrate Cultural Awareness Days**

We actively participate in and organize events celebrating various cultural, religious, and awareness days to educate employees about different cultures, traditions, and perspectives.

1.2 Preventing Discrimination in Hiring

In our rigorous hiring processes, candidates are evaluated solely based on their skills, qualifications, and relevant experience. We are committed to fostering a workplace where everyone is judged on merit, and factors such as race, gender, or sexual orientation are never taken into account. To reinforce our commitment and maintain a discrimination-free hiring environment, we:

- **Establish Clear Hiring Guidelines**

Detailed guidelines are provided to all hiring managers, emphasizing the importance of unbiased evaluation methods and equal opportunities for all applicants.

- **Implement Blind Recruitment Practices**

Whenever possible, we anonymize applications, removing personal information such as names and photos from resumes to ensure fair and impartial evaluations.

- **Promote Diverse Interview Panels**

During interviews, efforts are made to include diverse panel members to avoid any unconscious biases and ensure a fair assessment of candidates.

- **Immediate Termination for Violators**

Any employee found guilty of engaging in discriminatory practices, including harassment, will face immediate termination as a consequence. This strict policy underscores our unwavering commitment to a discrimination-free workplace.

By adhering to these practices and policies, we aim not only to prevent discrimination but also to create an environment where every individual feels valued, respected, and empowered to contribute their best to our organization. Together, we build a workplace that thrives on diversity and inclusion, fostering innovation, creativity, and mutual understanding among all employees.

2. Awareness and Training

2.1 Anti-Discrimination Training

We prioritize the continuous education of our employees on discrimination prevention and the importance of respecting diversity. All employees, regardless of their tenure, participate in regular training sessions specifically designed to raise awareness about discrimination, its various forms, and the strategies to prevent it. These training programs are not only integral for new employees but are also part of our ongoing learning initiatives. Through these programs, we aim to:

- **Foster Empathy and Understanding**

Training sessions are structured to cultivate empathy among employees, helping them understand the diverse perspectives and experiences of their colleagues. By fostering understanding, we promote a culture of acceptance and mutual respect.

- **Encourage Active Participation**

Employees are encouraged to actively engage in discussions, share personal experiences, and ask questions during these training sessions. Creating an open dialogue ensures that everyone feels heard and valued, fostering a sense of belonging within the organization.

2.2 Promotion of Inclusion

Promoting inclusion is at the heart of our organizational ethos. Through a variety of initiatives, we actively work towards creating a workplace where every individual feels valued and respected. Our efforts include:

- **Diverse Cultural Events**

We organize and participate in diverse cultural events and celebrations that highlight the richness of different cultures. These events provide employees with opportunities to learn about various customs, traditions, and cuisines, fostering a sense of unity and understanding.

- **Employee Resource Groups**

We encourage the formation of employee resource groups (ERGs). ERGs provide a platform for employees to support one another, share insights, and collaborate on initiatives that promote diversity and inclusion within the organization.

- **Leadership Engagement**

Our leadership actively engages with employees to understand their concerns and ideas regarding diversity and inclusion. By fostering open communication, we ensure that the perspectives of all employees are considered in decision-making processes, reinforcing a sense of belonging and equality.

3. Prevention of Corrupt Practices

3.1 Business Ethics

We are dedicated to upholding ethical and transparent business practices. We do not tolerate corruption in any form, including bribery, extortion, fraud, or any other illegal or unethical activity. Our business policy is founded on integrity and strict adherence to laws and regulations. To ensure transparency and ethics in all our operations, we implement the following measures:

- **Business Code of Conduct**

We have a robust code of conduct that guides all employees and stakeholders on how to behave ethically in all business situations. This code clearly outlines the expectations of integrity and honesty that everyone must follow.

- **Rigorous Transaction Review**

All business transactions undergo thorough scrutiny to detect possible irregularities. We implement strong internal controls to ensure that all business operations are transparent and fully compliant with applicable laws and regulations.

- **Collaboration with Relevant Authorities**

We commit to fully cooperating with relevant authorities in investigations related to corrupt practices. We actively cooperate to ensure that any form of corruption is investigated and sanctioned according to the law.

3.2 Whistleblower Channel

We establish an anonymous and confidential whistleblower channel for employees to report any form of discrimination or corrupt practices. We commit to investigating all reports fairly and confidentially. Our whistleblower channel is designed to:

- **Confidentiality and Whistleblower Protection**

We ensure the confidentiality of the whistleblower at all times and safeguard against retaliation. We encourage employees to fearlessly report any suspicions of corruption, harassment, or discrimination.

- **Impartial Investigation**

All reports are impartially investigated by a specialized team. We ensure that each report is treated seriously, and a comprehensive and fair investigation is conducted to uncover the truth.

- **Corrective Actions**

In case a valid report is confirmed, we take immediate corrective actions that can span from additional training to termination. Our goal is to eradicate any form of corruption or discrimination within the company and ensure a safe and ethical work environment for all employees.

By establishing and maintaining these ethical standards and effective reporting mechanisms, we reaffirm our commitment to integrity, transparency, and fairness in all areas of our business operation. We believe that only through ethical business practices and a healthy working environment can we build a strong and sustainable company.

2. Human Rights Violation Reporting Process at Astralintu Space Technologies

At Astralintu Space Technologies, we take our responsibility to promote and protect the human rights of our employees and the communities where we operate very seriously. To ensure a safe and respectful working environment, we have implemented a transparent and confidential process for reporting human rights violations.

Step 1: Reporting the Violation

Any employee who witnesses or experiences a human rights violation is required to report it immediately to their direct supervisor, the human resources department, or use the anonymous reporting channel available on our website.

Step 2: Confidential Investigation

Upon receiving the report, a confidential and impartial internal investigation will be conducted. The team assigned to the investigation will ensure the confidentiality of the information and commit to protecting whistleblowers from any retaliation.

Step 3: Resolution and Corrective Actions

If the human rights violation is confirmed, immediate and proportionate corrective actions will be taken. These actions may include, but are not limited to, additional training, disciplinary sanctions, or, in severe cases, termination of employment. Furthermore, we will collaborate with relevant authorities if the situation warrants it.

Step 4: Follow-up and Prevention

After resolution, preventive measures will be implemented to prevent future human rights violations. This may include additional awareness programs, periodic reviews of our policies and procedures, and the creation of an environment that actively promotes respect and inclusion.

References

- Secretaría de derechos humanos (no date) Protocolo para Atención a víctimas de violencia de género bajo la ... Available at: https://www.derechoshumanos.gob.ec/wp-content/uploads/2020/06/FOLLETO-PROTOCOLO-04_compressed.pdf (Accessed: 13 October 2023).
- Trujillo, O.T. and Yáñez, J.P. (no date) Manual de Derechos Humanos - Gob, Ministro del Interior. Available at: <https://www.ministeriodegobierno.gob.ec/wp-content/uploads/downloads/2012/12/Manual-de-Derechos-Humanos.pdf> (Accessed: 13 October 2023).
- UN Human Rights Office (no date) Derechos Humanos . Available at: https://www.ohchr.org/sites/default/files/Documents/Publications/HandbookParliamentarians_SP.pdf (Accessed: 13 October 2023).