

IT'S JUST A JOKE

Bullying & sexual harassment

Prevention and handling of abusive acts, including bullying and unwanted sexual attention / sexual harassment.

The employer is responsible for ensuring the framework for a good mental work environment. Among other things, this implies that everyone in the workplace is aware of what is expected in terms of tone of voice and behavior, but also that it is clear what is unacceptable in the workplace. In this regard, it is important that there are clear rules on how to handle situations where either you experience being violated yourself, or witness others in the workplace being violated.

An abusive act can be many things: for example, the abusive act can be bullying or sexual harassment. The abusive act does not have to be physical. Verbal utterances - things one says - can also be abusive.

UNWANTED BEHAVIOR - HOW DO WE AVOID THAT IS HAPPENS?

- Focus on the culture in the workplace and talk about it – at staff meetings and during “mus” conversations. Talking about abusive acts must not be taboo
- A clear staff policy can help to ensure that no ones doubts that we will not accept any form of harassment in the workplace
- In everyday life, respect must be shown for all colleagues, and everyone must be aware that people have different boundaries
- Create a clear framework so those who experience abusive acts can say no, e.g. with a clear description of who to go to and how to approach it in general if one experiences abusive acts in the workplace (it can be from colleagues, managers or guests / customers)
- Involve the company's work environment representative and union representative in the preventive and informative work

HOW DO WE DEAL IN CONCRETE SITUATIONS – WHEN IT HAPPENS?

- Intervene if you experience that an employee / colleague is exposed to abusive acts
- Talk to your manager about your experience
- As a leader, make sure you get the full picture - avoid drawing hasty conclusions
- **Seek advice as a leader;** at HORESTA Employer's Legal Call Center (3524 8040) before any employment law sanctions (repatriation, transfer, warning, dismissal, summary dismissal, etc.).
- **Seek advice as an employee;** at 3F PSHR, local department (www.3F.dk/kontakt)
- As a leader, make sure to listen to the parties involved by having separate interviews with them

If others have witnessed the abusive act, they may help clarify what happened. Make sure that the situation does not escalate. Therefore, consider separating the parties involved, e.g., by repatriating. This may help create the peace in the workplace which is necessary to uncover what happened.