

Anti-harassment policy

– how we treat each other with respect and dignity

One of the basic prerequisites for a good work environment is a culture that is characterised by respectful behaviour and good communication manners.

We are all very different in terms of physique, sexuality, temper, education, religious beliefs, personal boundaries etc. There must be room for these differences.

At Pernille Corydon Jewellery, we want good working conditions, both physical and mental. Any type of harassment is unacceptable. We must all make an active effort to create the best framework for everyone's well-being in a safe and healthy environment without harassment.

WHAT IS HARASSMENT?

Harassment occurs when one or more people either blatantly or repeatedly exposes other persons to sexual harassment, sexism, physical or psychological violence, bullying or other kinds of harassing behaviour.

Sexual harassment refers to any kind of unwanted verbal, non-verbal, or physical behaviour with sexual undertones with the intent or the effect of violating a person's dignity. This may include, but is not limited to:

- Unwanted touching.
- Sexual advancements or threats hereof.
- Physical assault or threats hereof.
- Harassing written messages, texts, images, and videos, including on social media.
- Harassing face-to-face conversations, phone calls, or digital conversations.

Sexism refers to any kind of unwanted verbal, non-verbal or physical behaviour relating to a person's gender with the intent or the effect of violating this person's dignity and creating a threatening, hostile, demeaning, humiliating, or uncomfortable environment. This may include:

- Wrongful deprivation or reduction of a person's responsibilities or work assignments.
- Being yelled at or ridiculed.
- Disparaging a person's job, work effort or expertise.
- Disparaging a person due to their gender or disparaging the gender overall.

Bullying refers to a single person or a group's long-lasting systematic teasing and emotional abuse of another individual. Other types of harassing behaviour may include unwanted behaviour related to skin colour, religion, political beliefs etc. This may include:

- Spreading gossip or exclusion of a person from the social and professional community.
- Attacks on or criticism of an individual's private life.
- Hostility or repeated silence in response to a question being asked or of an attempt at making conversation.
- Hurtful comments or unpleasant teasing.
- Disparaging a person based on their age, gender identity, sexual orientation, ethnicity, political or religious beliefs.

WE WISH TO PREVENT HARASSMENT

Harassment can occur both between employees and between employees and managers.

We have a common responsibility to recognise and promote a culture that is built on mutually respectful and inclusive behaviour. Employees and managers alike must therefore be attentive to whether any harassment is occurring in daily life. It is expected that everyone shares the responsibility to intervene in cases where one becomes aware of such behaviour. At all times, everyone has the right to speak up when experiencing actions or being met with statements that the person experiences as harassing behaviour.

We also encourage you to report if you experience or witness any type of harassing behaviour. If you wish to do this anonymously, this can be done via a grievance mechanism – khj@beierholm.dk.

The central element is the individual's experience of having been harassed – whether, from the viewpoint of the sender, it was intentional or an expression of thoughtlessness.

Prevention and securing proper conflict management:

- Dialogue is essential to the prevention of harassment, and it is important that we dare to discuss the matter with one another. We all have a responsibility on this part.
- Management has a special responsibility to ensure a culture with norms and values that actively prevent harassing behaviour. For ensuring safe conditions and a structure that makes us feel comfortable to discuss the matter and to intervene. To ensure that all employees – newly hired as well as seasoned employees – are aware of Pernille Corydon's viewpoint regarding harassing behaviour i.e., communicating it in such a way that there can be no doubt to the fact that Pernille Corydon does not accept harassment of any kind.
- Ongoing dialogue to ensure communication regarding the preventative effort during the annual Health and Safety cooperation.
- The Health and Safety representative has a natural role in everyday life to engage in dialogue if a concern is raised and must help articulate that harassing behaviour will not be tolerated.
- At Pernille Corydon Jewellery, the employees share the responsibility for their own wellbeing as well as the wellbeing of their colleagues. They are obligated to speak up and intervene if they experience or witness harassment. They are important actors in maintaining good communication manners. In addition, employees have a responsibility to speak up if they experience a need for tone, behaviour etc. to be addressed during Health and Safety cooperations.

HANDLING HARASSING BEHAVIOUR

Harassing behaviour is taken very seriously at Pernille Corydon Jewellery – no matter what. If your boundary has been crossed, there is a problem – also in cases where this was not the intention of the colleague or manager. We therefore respond to all inquiries with graveness and seriousness, even though different situations call for different solutions.

We all have different boundaries. It is important that there is room for speaking up to the person who has crossed your boundaries. However, this can be difficult. Therefore, it may be necessary to seek support, guidance, and/or help to intervene.

If you experience harassment – or experience that someone else is being harassed – you have several choices of action:

You can go to:

- Your manager (or your manager's manager in the case that your own manager is the problem).
- Human resources / chief of personnel.
- Your Health and Safety representative.
- Our anonymous grievance mechanism khj@beierholm.dk

Your inquiry will be handled with discretion to best protect all parties involved. Besides providing support and guidance, the abovementioned can of course act on your behalf. This may for instance include a conversation with the harasser, but it will always be evaluated and agreed in more detail based on the specific situation and along with you. You will be informed on an ongoing basis about what is happening and why.

It is up to you whether you wish to name the person who has crossed your boundaries. Initially, it could be just a worry that you would like to discuss with someone else, without necessarily wanting the matter to have consequences for the other individual. In these cases, you can of course be anonymous regarding the individual who has been harassing you. If you do choose to name the individual, none of the people mentioned above are allowed to contact the person without your knowledge. Conclusions will not be drawn based on only one side of the story.

This means that the different parties and possibly others will be heard and get the opportunity to describe their experience of the situation before any further action is taken. A case on harassment can potentially have severe occupational consequences for the person who is being accused of harassing behaviour, and therefore the individual in question must get the opportunity to explain themselves.

Everyone mentioned above is of course under an obligation to maintain confidentiality. However, if the aggressions are particularly grave, the abovementioned can be forced to react and engage others e.g., a legal HR consultant, and, in this case, your anonymity can no longer be upheld.

Being accused of harassing a colleague can have severe consequences – both mentally and professionally, whether the accusations are true or not. In some cases, the problem can be solved peacefully through dialogue with a clear focus on what constitutes acceptable and unacceptable behaviour at Pernille Corydon Jewellery.

In other cases, the incident can have both personal and occupational consequences depending on the nature of the harassment and the circumstances in general.

Regardless of how an incident is evaluated and regardless of the outcome of the case, it can be difficult to return to the daily routines and the collaboration with one's colleagues, as relationships and trust may have been damaged. In this case, it is an important managerial task to ensure that all involved and affected employees can return to a normalised situation followingly.

CONSEQUENCES OF HARASSMENT

Harassment has consequences. This can be in the shape of an indictment or a warning. If the harassing behaviour is particularly grave in nature, it can also have occupational consequences, such as termination of employment.