

Social and Organizational Work Environment for Consultants

Academic Work works to promote health and prevent ill health. The goal is to have an organizational and social work environment completely free from unhealthy workload. In our workplace, offensive treatment, harassment, sexual harassment, and retaliation are not tolerated. Everyone in the workplace, including substitutes, temporary staff, borrowed employees, and interns, is covered by these guidelines. The guidelines also apply to activities outside the workplace that could affect work relationships.

Unhealthy Workload

When work demands require an employee to dedicate significantly more time than what is allocated for a workweek, or when tasks demand skills that the employee does not possess, the imbalance becomes unhealthy if it is prolonged and recovery opportunities are insufficient.

Maintaining a balance between demand and control is crucial and something we are committed to. Prolonged exposure to workplace stress is a common cause of long-term sick leave. Your consultant manager will have regular discussions with you regarding your work environment, and it is important during these discussions to bring up any issues as described above, but also to reach out to your consultant manager if you feel mistreated.

Offensive Treatment, Harassment, or Sexual Harassment

Offensive treatment involves actions directed towards one or more employees in a demeaning manner that can lead to ill health or exclusion from the workplace community. Harassment is defined as behavior that violates someone's dignity and is related to one of the discrimination grounds. Harassment should be related to one of the discrimination grounds listed in the discrimination law:

- Gender
- Gender identity or expression
- Sexual orientation
- Ethnicity
- Religion or other belief
- Disability
- Age

The common factor in harassment is that an employee feels insulted, threatened, offended, or mistreated. These are actions that belittle and degrade and are related to one or more of the discrimination grounds.

Sexual harassment is behavior of a sexual nature that violates someone's dignity. Examples of unwelcome sexually-oriented behavior include:

- Text and images
- Comments (e.g., about appearance or someone's sex life)
- Jokes
- Physical contact (e.g., touching, or intrusive contact)

Retaliation

Retaliation means that an employer cannot subject an employee to retaliation for:

- Reporting or addressing
- Participating in an investigation
- Rejecting or submitting to harassment or sexual harassment

The prohibition of retaliation protects against deteriorated working conditions or terms. Examples include withheld promotions, denied continued employment, or worsened salary development or career opportunities.

Academic Work aims to have a work environment, both socially and organizationally, completely free from these behaviors. In our workplace and during assignments:

- Everyone should feel comfortable that Academic Work takes these matters seriously. Reporting can be done without fear of negative employer reactions.
- We speak out immediately against unwanted behavior, whether directed at yourself or a colleague.
- We report according to procedure if unwanted behaviors occur.
- We report according to procedure if it's not possible to address the issue immediately.
- We regularly investigate, analyze, take action, and follow up on conditions in the workplace that could lead to harassment and sexual harassment, informing everyone about the guidelines and procedures.
- Verbal warnings, written reminders, reassignment, relocation, termination, or dismissal can be actions taken to stop harassment, sexual harassment, and retaliation.

If you experience misconduct in your role as a consultant for Academic Work, the following procedures apply.

Procedures for Harassment, Sexual Harassment, and Retaliation:

For the person reporting:

- If you believe you are subjected to harassment or sexual harassment, speak up or clearly indicate that the behavior is unacceptable. Make it clear to the person who mistreated you that you find their behavior inappropriate. Sometimes, this is enough to prevent the behavior from recurring.
- Note what happened, when it happened, how you perceived the situation, and how you responded. These notes might be important if the behavior doesn't stop.
- If you believe you are subjected to harassment or sexual harassment, first turn to your immediate on-site supervisor and contact your consultant manager.
- If you believe you are subjected to retaliation by an employer representative, report this to your consultant manager, who will take appropriate actions.
- If you believe you are a victim of a crime, you can choose to file a police report.

The recipient of the report and investigator:

- The person receiving the report of harassment, sexual harassment, or retaliation should schedule a meeting as soon as possible with the person who feels targeted, explaining the purpose and implications of making a report. They should inform about how and where to quickly obtain help and support. Immediate actions might be necessary, such as ensuring a sustainable work environment for those involved or stopping ongoing harassment.
- The investigator starts by collecting facts about the incident(s) from the person making the report without taking a stance and begins documenting the investigation. The person receiving the report schedules a meeting with the accused individual, listens to their version of events, and

subsequently any witnesses. The investigator keeps the involved parties informed during the investigation.

- After completing the investigation, the employer is obligated to form an opinion about what happened and take appropriate measures, as well as follow up on these actions.
- Complete confidentiality is maintained for all involved in the investigation.