



**NO ONE
SHOULD
ACCEPT**

**VIOLENCE
BULLYING
HARASSMENT**

BULLYING HARASSMENT VIOLENCE

Employees have the right to a safe, healthy work environment. Bullying, sexual harassment, gender-based harassment and any sort of violence in the workplace often indicate that something is wrong.

No one should accept improper behaviour in the workplace.

Improper behaviour

Bullying - Continually repeated negative interactions which are likely to cause distress.

Any other violence - Behaviour which results or could result in psychological or physical harm and suffering

Gender-based harassment, etc. - Language or behaviour which has to do with people's gender, sexual orientation, origin and/or religion.

Sexual harassment - Sexual language or behaviour which displeases the other person

Various forms of the problem

- ◆ Repetitive criticism, humiliation
- ◆ Offensive words or remarks
- ◆ Slander, gossip, rumours, exclusion
- ◆ Insulting and hurtful interactions
- ◆ Sexual or gender-related remarks
- ◆ Threats and attacks

Bullying, harassment and other types of workplace violence can stem from fellow employees, managers or external parties with connections to the workplace

Note that disagreements on certain tasks, differing opinions or diverging interests are not considered bullying, although such disputes may lead to bullying if they intensify without intervention.



Humour and flirting are not considered sexual harassment unless the behaviour is unwelcome and is neither mutual nor on an equal footing.

The perpetrators and victims can be one or more. Serious cases of violence or sexual harassment may be subject to criminal punishment.

WHAT TO DO?

Everyone in the workplace must play a part in helping prevent negative behaviour and in fostering proper relationships, job satisfaction and a sense of security. It is important that employees report instances of negative, difficult relations.

Clear instructions on how employees can give notification of bullying, harassment or any other improper behaviour must appear in every workplace, as well as a defined channel for such notifications.

Who can be notified

The immediate supervisor
Employer
Human resources manager
Other managers

The health and safety
representative
Shop steward
Colleagues who help notify

Managers must respond and ensure that improper behaviour does not occur again.

Roles of managers

- ◆ Setting good examples and encouraging systematic efforts towards occupational health and safety
- ◆ Preparing a prevention and response strategy against bullying, harassment and violence
- ◆ Providing information and responding to circumstances as they occur
- ◆ Showing care and respect when considering employee tip-offs and complaints
- ◆ Staying visible and supportive

Roles of employees

- ◆ Cooperating with others in efforts towards a pleasant, safe workplace
- ◆ Avoiding participation in bullying, harassment or violence of any type. Everyone is responsible for their own behaviour
- ◆ Reporting any negative relations which the employee cannot solve alone and which worry him or her
- ◆ Being ready to explain more precisely when reporting bullying, harassment or violence

Administration of Occupational Safety and Health Information and Instruction Guide, No. 36

A concentrated focus on occupational health and safety is rewarding and worthwhile. Working conditions need to be assessed and a strategy introduced to prevent and respond to bullying, harassment and violence.

Working conditions which require regular assessment

- ◆ Work organisation and management
- ◆ Variety and suitability of employee tasks
- ◆ Demands, pressure, time allotted for tasks
- ◆ Job flexibility and autonomy
- ◆ Dissemination of information, workplace relations
- ◆ Support, rewards and security
- ◆ Educational and training needs

Further information at
www.vinnueftirlit.is

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BULLYING ◆ HARASSMENT ◆ VIOLENCE**

This brochure is based on published research and the laws and regulations on workplace conditions, health and safety.

**EMPLOYEES
NEED TO TELL
OTHERS**