



Procedures in cases of workplace bullying or harassment

Updated 2022

Instructions

1. If you have been subjected to bullying, harassment or other inappropriate behaviour:
 - If possible: tell the person harassing you clearly that their behaviour is unacceptable and must stop.
 - If inappropriate behaviour is repeated, bring the matter to the attention of your supervisor.
 - Make a written account of what happened; seek help with this if necessary.
 - At any stage and in every situation, you can turn to management, with the help of an occupational safety representative or shop steward.
 - You can also contact occupational health care, which will then act as a mediator in the matter.

2. If you notice that someone else is being treated inappropriately:
 - Tell the person behaving inappropriately that their behaviour is inappropriate and ask them to stop.
 - Ask the victim of inappropriate behaviour how you can help them.
 - Try together to take the matter forward to an occupational safety representative, supervisor and occupational health

3. If you are suspected of inappropriate behaviour:
 - Listen calmly.
 - Ask the other person to specify what has been inappropriate about your behaviour.
 - Express your own view of the matter.
 - Be prepared to apologise.
 - Stop any inappropriate behaviour.

Examples of inappropriate behaviour in the workplace:

- Constant bad behaviour and degrading treatment of others
- Intimidation
- Mockery, disparaging speech or slander
- Offensive attitudes, actions and habits
- Questioning a colleague's position
- Sexual harassment, physical or verbal
- Physical violence

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- Exclusion from the work community
- Unequal treatment of colleagues
- Continuous, unfounded criticism of work performance
- Overburdening a co-worker with personal matters

Supervisor's responsibilities:

- Once the supervisor becomes aware of the matter, they must initiate measures without delay.
- The supervisor determines whether the behaviour is inappropriate, discusses it separately with all parties and asks them for written reports on the incident.
- The supervisor clarifies the rules of the workplace to all parties.
- The supervisor arranges a discussion event for all parties to clarify the situation. If one of the parties wishes, an occupational safety representative or shop steward may also attend.
- The supervisor makes the purpose and goal of the meeting clear to all parties.
- The supervisor and those involved work together to find the right way to resolve the situation.
- The supervisor clarifies and specifies each person's original duties.
- The supervisor agrees with the parties concerned on how the situation will be monitored in the future.
- The supervisor arranges a follow-up meeting.
- If mediation does not lead to the desired results, the person who behaved inappropriately will first be given a verbal warning
- if the behaviour still continues: a written warning, followed by possible termination as a last resort
- If the supervisor's own resources are insufficient, they should contact their supervisor, occupational health care or occupational safety manager.
- Each procedure must be documented to create a record of the process.

Laws

- [Occupational Safety and Health Act](#)
- [Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces](#)
- [Occupational Health Care Act](#)
- [Act on Equality between Women and Men](#)
- [Non-Discrimination Act](#)
- [Employment Contracts Act](#)
- [Criminal Code](#)

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