

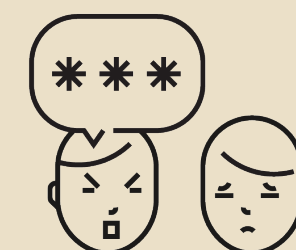
Prevent **offensive** behaviour

How we prevent offensive behaviour in everyday life

All staff, together with management, must take personal responsibility for avoiding offensive behaviour at SDU.

What is offensive behaviour?

Degrading behaviour, sexual harassment, bullying, discrimination, psychological and physical violence and threats are collectively referred to as offensive behaviour.



Good tone at the workplace



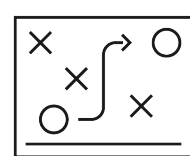
We discuss and speak with respect for each other. Discussions, both professional and non-professional, are conducted on an objective and constructive level, and we do not accept personal attacks or demeaning statements. We avoid inappropriate comments and touching that can be perceived as inappropriate.

Good feedback culture



We are mindful when giving and receiving feedback. Feedback should be constructive, nurturing, respectful, safe and legitimate.

Good project and task management



We work with realistic and transparent tasks, project plans and deadlines so that employees experience a high degree of predictability, overview and clear division of labour and a low degree of stress and role ambiguity.

Conflict resolution skills



We make sure that employees have a basic knowledge of how they can help prevent and resolve conflicts.

We ensure that managers and project managers are equipped to resolve conflicts as professionally and compassionately as possible and to promote a good working atmosphere among employees.

For you as an employee representative



Abusive behaviour is often rooted in conditions in the work environment. That's why it's important that you, as a union representative, actively collaborate with management to improve your work environment. Hold regular meetings.

Your colleagues should be informed about health and safety work. Talk to your colleagues about the work you do in SU and AMO and let them know you are always ready to discuss their work environment.

As a union representative, you may be one of the first to hear about offensive behaviour. By taking constructive action, you can stop a negative situation before it escalates.

Shop stewards are role models for others: So keep a good tone yourself – even when you get frustrated.

Resolve disagreements



We resolve disagreements before they escalate into conflicts. As an employee, you can contribute by:

- Recognising disagreements.
- Asking about the other party's point of view.
- Expressing yourself clearly.
- Avoiding dodging the issue.
- Avoiding displaying aggression.

Say no



If you have an issue with a colleague, manager or collaborator, it's a good idea to have a conversation with them about the issue – preferably soon after it has occurred. However, it's important to speak up only when you can communicate calmly and constructively.

Avoid hidden innuendo and aggression. Before the conversation, clarify: What happened? What is the problem from your perspective? What are the facts and what emotions do they evoke in you? What would you like to be different?

You can also talk to a colleague, a union/H&S representative or a manager.

Take shared responsibility



We take responsibility for each other by speaking up if we experience offensive behaviour towards others. We avoid speaking negatively about colleagues, managers and collaborators, both when they are present and when they are absent.

For you as a manager



Excessive work pressure, unresolved conflicts and poor management can be triggers for offensive behaviour. As a manager, it is your responsibility to ensure that you work with realistic, transparent project plans and frameworks for task completion, including deadlines, so that employees experience a high degree of predictability, overview and clear division of labour and a low degree of stress and role ambiguity.

There is a power relationship between manager and employee. That's why as a manager, you need to pay special attention to the following:

- Use a good tone of voice in your communication.
- Give constructive, positive feedback.
- Recognise employees.
- Arrange tasks so employees have time to plan their work and have a say in how it's carried out.
- Intervene if the tone becomes harsh or otherwise uncomfortable.
- Respond to signs or reports of offensive behaviour. If you ignore them, you risk it escalating and making the situation worse.
- Make sure you have the skills to handle conflicts properly. You need to feel empowered to act constructively and professionally.
- As a manager, you have a special responsibility to avoid inappropriate comments and touching.

Familiarise yourself with SDU's values on offensive behaviour and principles for managerial actions on the portal 'A healthy and safe work and study environment free of offensive behaviour'.

Find a solution if the situation still arises

Make sure that both the person who experiences an offence and the person who commits or is accused of committing such an act receive the necessary help to process the incident and knowledge to help them avoid a similar situation in the future.