

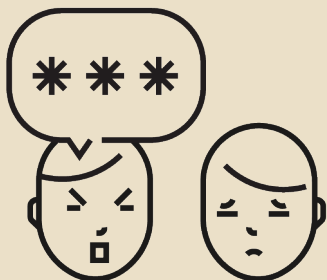
Dealing with **offensive** behaviour

For you as a manager at SDU

Improving wellbeing and co-operation in the workplace is an important management task, and part of that is preventing offensive actions. As a manager, you are both a role model and a key player in collaborating on your work environment.

What is offensive behaviour?

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



When an employee has been subjected to offensive behaviour



Informal handling

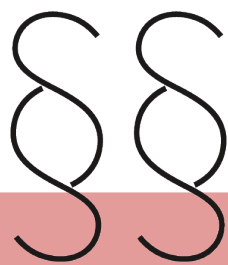
As a manager at SDU, you have a duty to take an enquiry about a specific offensive act seriously.

It is important that the aggrieved, the accused and any witnesses are treated equally. To do this:

- Allow them to present their version of the incident.
- Provide them with support and guidance throughout the process.
- Respect the parties and don't have preconceptions about the case and the parties' role in it.
- Provide the help they each need in the situation they are in – both during and after the case has been processed.

Depending on the severity of the situation, you as a manager will have a duty to act.

You can contact SDU HR at any time if you are in doubt about how best to handle the matter.

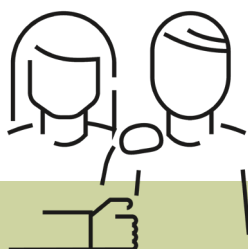


Formal handling

If the informal handling of the matter does not resolve the conflict, the employee can file a formal complaint with their manager and/or contact SDU HR.

SDU HR will first invite the employee to a meeting where the employee can present their version of the incident and be advised on the process in a formal complaint case if the employee wishes to proceed with a formal complaint.

It is not possible to make an anonymous complaint to a manager or to SDU HR.



Follow-up and conclusion

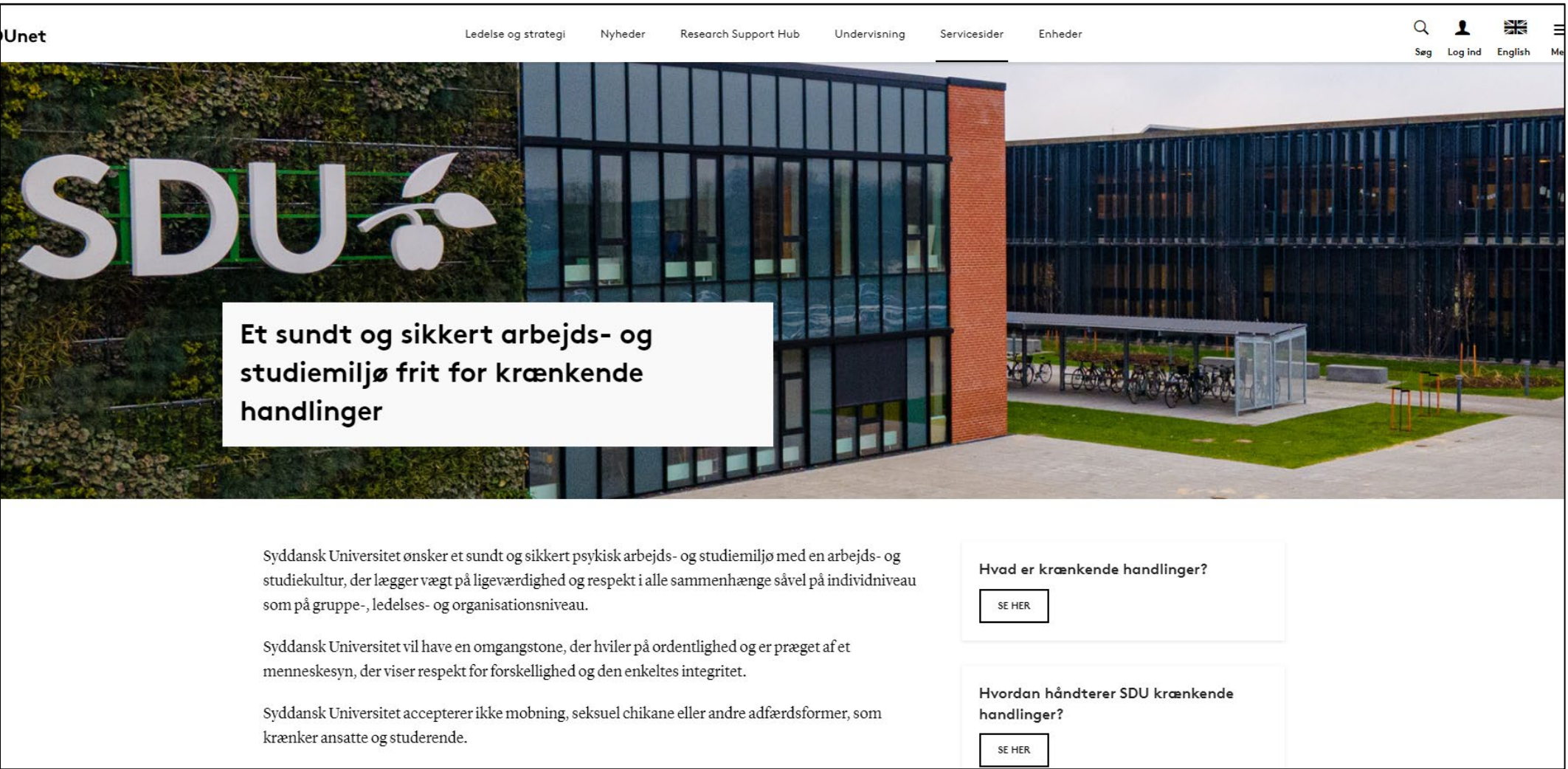
It's important to ensure that all parties move on well after a conflict.

You can now:

- Organise a joint meeting with the parties.
- Offer the parties external counselling, e.g. via SDU's psychology service and/or in the form of a mediation course.

As a manager, it's a good idea to:

conduct follow-up interviews with both parties separately no later than three months after the case has been concluded.



Learn more about offensive behaviour and what you can do and where you can get help to prevent and deal with such behaviour: https://sdunet.dk/da/servicesider/hr/arbejdsmiljoe/kraenkende_handlinger

This is one of three 1-pagers on the prevention and handling of offensive behaviour at SDU. The material is prepared by SDU HR with inspiration from NFA (The National Research Centre for Work Environment).