

Prevention and management of abusive acts, including sexual harassment and bullying.

Code of Conduct at DMJX

DMJX wants to be an inclusive and diverse educational institution and workplace with room for all types of students and employees, who can freely express themselves in an environment where everyone shows mutual respect. Abusive acts and behaviors i.e. harassment, bullying, discrimination and violence in all forms are not tolerated at DMJX.

It is the management's responsibility to ensure a safe and healthy environment and act on suspicions or inquiries, but everyone who has their daily work at DMJX has a responsibility to ensure that offensive actions and behavior do not occur. It is also a shared responsibility to promote a culture based on DMJX core values of trust, curious, beneficial and ambitious.

Students and staff must react if they are exposed to or witness abusive behaviour or actions that are detrimental to a good study and working environment. Also, if this occurs in connection with the DMJX introduction course, which may contain creative elements, but never offend.

Employees: As an employee, you must contact your immediate manager. You can also contact any person at the DMJX that you trust. Please refer to the guidelines on handling abusive acts to learn how such cases are handled.

Students: As a student, you should contact a student counsellor, internship coordinator or a teacher you trust. Please refer to the guidelines on handling abusive acts to learn how such cases are handled.

For employees, the matter will be raised with the relevant parties, including the representatives of the trade unions. The sanction will be assessed on a case-by-case basis. It can be anything from demands to immediately stop unacceptable behavior, warning or termination.

For students, the case will be taken up with the relevant parties and the sanction will be assessed on a case-by-case basis. It can be anything from a warning to a permanent expulsion, cf. the Danish Criminal Code. Disciplinary action against students at DMJX.

At DMJX, we want active and committed students, which is why there is also room for manoeuvre. It is an explicit wish that there should be room for diversity. Students and staff are obliged to behave considerately so that daily life takes place in a friendly environment, and to take into account both each other and the buildings and property of the school.

All students and staff, including external lecturers, are covered by this Code.

The Code is further supplemented by the 'Media Industry's Common Code against Sexual Offences' and the 'Guidelines on Handling Offensive Acts, including Sexual Harassment and Bullying' at DMJX.

Guidelines on dealing with abusive acts, including sexual harassment and bullying

Who is covered?

The guidelines are aimed at students and staff, including external teachers, who work at DMJX on a daily basis.

What are abusive acts?

The Danish Working Environment Authority defines that offensive acts occur when one or more persons grossly or repeatedly expose other persons to behaviour that these persons perceive as degrading. Abusive acts are a collective term for bullying, sexual harassment and other ways in which violations can occur at work (cf. AT guideline 4.3-1 February 2019).

What should I do if I experience abusive behavior?

If you experience abusive behavior:

- ✓ As a student, you must contact a student counsellor, internship coordinator or a teacher at DMJX whom you trust.

If you are doing an internship and experience abusive behaviour at your workplace, you must follow the internal guidelines at the workplace. You can always contact a student counsellor, your internship coordinator or a trusted teacher who can guide you. Depending on the case, the student counsellor, internship coordinator or teacher will contact the head of education for your programme in relation to the treatment of the further course. Here you will have the opportunity to object to disqualification.

We handle all cases of infringement in a confidential room - and we make sure that you receive the necessary assistance and protection if you contact us. This means, for example, that you can include an assessor at any meetings. This could be a family member, friend, or other person you trust. You are also welcome to contact us about something that you may initially just need to turn around or get good advice to deal with, without necessarily wanting more to happen. You have a say in how we proceed with the case. In the case of violations of a particularly serious and punishable nature, the person you contact is obliged to act by involving the rector.

- ✓ As an **employee**, you must contact your immediate manager. You can also choose to contact your union representative, your health and safety representative or HR. Your immediate manager is responsible for helping you and taking care of the situation in cooperation with you and possibly your Staff representative. Depending on the case, your immediate manager will involve HR and inform the rector.

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Whether you are an employee or a student, you can write to the HR department on hrafdelingen@dmjx.dk in confidence, after which HR will help further.

Read more in the Guide on handling conversations about abusive behaviour – especially for managers.

If you are approached by a student or colleague:

- ✓ **As an employee, you have a duty to take care of the student;** listen, care and help them to the right help and support. Take the inquiry seriously without jumping to conclusions and show respect and discretion. The student can always approach an employee in confidence. However, you can only help the student further if he or she consents. As a student counsellor, internship coordinator or teacher, you are not responsible for solving the problem. With the student's consent, you can contact the student's Head of Education in relation to the treatment of the further course. The Head of Education will brief the Rector, who will ultimately decide how to respond.
- ✓ **As an employee, you have a duty to take care of a vulnerable colleague;** listen, care and help them to the right help and support. Take the inquiry seriously without jumping to conclusions and show respect and discretion. As a colleague, you can always contact another colleague in confidence. You can offer help to the colleague to the extent that the colleague wants it. However, you can only help the colleague further if he or she gives his consent. With the consent of your colleague, you can contact your colleague's immediate manager (or manager's manager). The manager is responsible for actively and clearly handling incidents or suspected incidents of bullying, harassment, violence or discrimination in accordance with the Code of Conduct.
As a colleague, you are not responsible for solving the problem. That responsibility lies with the immediate manager and ultimately with the rector, who decides how to respond.

How are cases of abusive behaviour handled?

In order to create security, cases are handled according to the following principles:

- a) **Confidentiality**
All cases are handled in a confidential room and only persons who have factual reason to know the case or who are involved in the handling of the case should be able to obtain information about the content of the case.
- b) **Respect for privacy**
Personal data must be processed in accordance with the legislation in force at any given time.
- c) **Involve parties**
The person addressed must be given the opportunity to comment on the case and to acquaint himself with the allegations levelled against him.
- d) **Objectivity**
The case must be handled in such a way as to ensure objectivity and objectivity for all those involved. All relevant facts must be taken into account and weighed up on a factual basis.

According to the Code of Conduct, the sanction will be assessed on a case-by-case basis. Sanctions for employees may, for example, be demands to immediately stop the inappropriate behavior, verbal or written warning or termination.

Sanctions for students can range from a warning to a permanent expulsion. Students whose conduct is considered offensive will be treated with care and in accordance with current rules, cf. 'Disciplinary measures against students at the Danish School of Media and Journalism'.

The parties involved have the right to support and advice throughout the process. It is ultimately the rector who decides how to respond. This applies to both employees and students.

Roles and responsibilities

In cooperation with employees, managers at DMJX have a responsibility to actively and clearly prevent, identify and handle problems with abusive actions and behavior, including bullying, harassment, violence or discrimination. The elected representatives should always be involved in this situation.

In cases where the offending act is experienced from the immediate manager, the superior manager is involved. Read more in the Guide to handling conversations about abusive behaviour – especially for managers.

Definition of infringing acts and additional examples

Abusive acts are a collective term for bullying, sexual harassment, discrimination, violence and threats, as well as other ways violations can occur (cf. AT guideline 4.3.1-26 February 2019).

According to the Danish Working Environment Authority, it is offensive acts when one or more persons grossly or repeatedly expose other persons to behaviour that these persons perceive as degrading.

It does not matter whether it is an expression of carelessness or an outright desire to offend. It is the person's experience of the offending behavior that is central. The people involved in abusive acts will often perceive the causes differently. Therefore, it is important to hear the statements of all parties.

In the following, the definition of these types of offensive behaviour is elaborated on the basis of AT guideline 4.3.1 –
26 February 2019.

Bullying

According to the Danish Working Environment Authority, bullying occurs when one or more persons regularly and over a long period of time - or repeatedly in a serious manner - expose one or more other persons to offensive acts that the person or she perceives as hurtful or degrading. However, the offending acts only become bullying when the people against whom they are directed are unable to defend themselves effectively against them. What further distinguishes bullying from other forms of offending is that it is always the same person(s) or groups of people who are systematically exposed to the offending acts. Just as it is often the same person or persons who engage in the offending acts.

The repetitive actions may include, for example:

- Abuse of power
- Downgrading of the person's performance or qualifications
- Rough language, both word choice and idiocy
- Withholding necessary information
- Slander or exclusion from the social and professional community
- Scolding and ridicule
- Hostility or silence in response to questions or attempts at conversation
- Abusive phone conversations
- Abusive written communications

Sexual harassment

According to the Equal Treatment Act, harassment occurs when any form of unwanted verbal, non-verbal or physical conduct related to a person's sex occurs with the purpose or effect of violating that person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment occurs when any form of unwanted verbal, non-verbal or physical conduct of a sexual nature occurs with the purpose or effect of violating the dignity of a person, in particular by creating an intimidating, hostile, degrading, humiliating or offensive environment.

Examples of sexual harassment:

- Not desired physical contact, touches, pats, squeezes, pinches, caresses and the like
- Unwelcome allusions with sexual undertones, such as lewd stories, jokes, comments about appearance, and abusive verbal assaults
- Suggestions, expectations, or demands for sexual favors
- Obscene and compromising offers or invitations to sexual contact
- Showing pornographic images
- Physical abuse
- Extraneous inquiries about sexual topics

Violence and threats

The Danish Working Environment Authority defines violence as a common term for both physical violence and psychological violence, including threats and other offensive behaviour. Work-related violence includes both the risk of and episodes of work-related violence. Violence and threats of violence are an act or threat that, for whatever purpose, may violate the integrity of another person or that frighten, pain, or harm that person. The violence can have the same effect on other people who witness or overhear the act. Violence can be both a deliberate act or an act of affect. The act also transcends the laws and norms of society (AT guideline D.4.3-1 – June 1, 2011).

Examples:

- Physical violence is an attack against the body, such as assault, attempted strangulation, stabbing, kicking, punching, pushing, restraining, restraining objects, nibbling, biting, scratching or spitting.
- Psychological violence is threats of violence and other offensive behaviour, such as threats to life, threats of vandalism to the workplace, threats concerning employees' family or friends, or threats relating to employees' property, systematic degradation.
- Threats can be expressed without words, e.g. with clenched fists, the movement of a finger across the throat or in the form of drawings. Psychological violence and threats of violence can also be exercised via text messages, email and websites.

Discrimination

Discrimination can be defined as unfair discrimination which results in one person receiving less favourable treatment than others (...). Discrimination can be based on several grounds, such as gender, race, colour, religion, political opinion, sexual orientation, age, disability or national, social or ethnic origin.

Read more in section 1 of the Danish Act on Equal Treatment and section 1 of the Danish Act on Discrimination, which constitutes the legal basis for the definition of discrimination.

The guidelines replace the previous instructions to employees regarding handling and reporting of threats, etc. and the Code of Good Conduct 2018.

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