



Glassrivers Policy and Contingency Plan for sexual/gendered harassment, workplace bullying and violence

General

It is Glassriver's and all its subsidiaries policy that management/employees/contractors show their coworkers respect and courtesy in all interactions. Bullying and sexual harassment kind will not be tolerated under any circumstances at Glassrivers's places of operation. Any kind of leniency and/or codependency when cases of bullying or sexual harassment comes up is condemned.

Glassriver's definition of bullying and sexual/gendered harassment comes from Icelandic regulation nr 1009/2015, where it says in provision 3:

Bullying: Repeated behavior potentially causing discomfort with whom it is directed at, such as demeaning, offend, hurt, threaten someone or cause fear. Difference of opinions or disagreements because of separate interest does not apply here.

Gendered harassment: Unwelcomed behavior related to the gender of the recipient, that is effectively disrespectful and creates threatening, hostile, humiliating, degrading or offensive situations.

Sexual harassment: Any kind of unwelcome sexual behavior that disrespects the recipient, especially when the behavior leads to threatening, hostile, humiliating, degrading or offensive situations. The behavior can be verbal, symbolic and/or physical.

Violence: Any kind of behavior that leads to or can lead to physical or psychological damage or suffering of the recipient, including threats of violence, coercion or arbitrary deprivation of liberty.

Neither difference of opinions nor conflict of interests that can arise at the workplace, between e.g. management and employee/contractor or between two or more employees/contractors, applies here, as long as such disagreements or conflicts does not lead to the above mentioned conduct.

Glassrivers management shall always set a good example. They are not only responsible for their employees/contractors work but also that basic rules of communication at the workplace are followed and enforced. New employees/contractors shall be presented with this policy and contingency plan as they begin their work.

When disagreements and/or conflicts of interests arise in the workplace it is important that all can consult their immediate supervisor and seek to resolve such matters immediately before they evolve.

Any false accusations will be dealt with with the same urgency and severity as any real claims of bullying and sexual harassment.

Examples of gendered and sexual harassment and violence

VERBAL	SYMBOLIC	PHYSICAL
Pressure for sexual favors.	Unwelcome sexual looks or other behavior indicating something sexual.	Rape or attempted sexual violence.
Unwelcome sexual or gendered teasing, jokes, comments or questions.	Catcalling.	Shaking, hitting, kicking, biting or spanking.
Personal questions about private or sexlife or spreading rumours about a person's sexual behavior.	To show or send sexual material, e.g. through text messaging, email or social media.	Unwelcome hugs, kisses, claps or strokes.
Gendered or sexual comments about a person's clothing or looks.	Hanging posters, calendars or footage containing sexual materials or which humiliates any sexes.	Entering a person's personal space, by leaning over or cornering.
Inappropriate or persistent invitations on dates or for a sexual relationship.		Unwelcome touching, grabbing or groping.

Examples of bullying

VERBAL	HIDDEN	PHYSICAL
To degrade a person's job, competence or work.	Conscious exclusion.	Physical attacks or threats thereof.
Humiliation or hurtful comments.	Silencing.	Threatening behavior.
Slandering or spreading rumours.	To reduce for no reason a person's professional responsibilities or remove their projects.	Vandalism.
To criticise someone's personal life.	Unrealistic monitoring.	
	Lack of information.	
	Sudden, uncomfortable professional transfer.	

	Lack of tolerance for a person's special needs.	
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Actions and consequences

Glassriver will take action against management/employees/contractors guilty of gendered/sexual harassment, bullying or violence, e.g. by reprimanding, transferring or termination. Serious incidents can be reported to the authorities in consultation with the victim. Perpetrators will be made to take responsibility and face consequences for their actions.