

Plan of Action for Bullying, Sexual or Gender-Based Harassment, Assault, and/or Violence in the Workplace

Sveitarfélagið Árborg will respond as quickly as possible upon receiving a complaint or report of bullying, harassment, or violence in the workplace.

BEGINNING OF THE PROCESS

Complaints or reports should be directed to immediate supervisor and/or the EKKO team. Complaints or reports may be made verbally or in writing. The nature of the behavior in question and the parties involved should be clearly stated.

INTERVENTION

If the victim does not wish to pursue formal complaints and requests confidentiality, the victim is provided with support through a confidential conversation or counseling. Appropriate action is taken in consultation with the victim. Others within the workplace are not informed of the matter. However, the seriousness of the situation may require the adoption of further measures.

FORMAL COMPLAINT PROCEDURE

An impartial investigation of the facts is conducted by parties within the workplace or authorized external parties to determine whether the behavior complained of falls within the definitions of bullying, harassment, and/or violence.

The formal complaint procedure is carried out as follows:

- 1 Interviews with the parties involved and witnesses if applicable
- 2 Collection of evidence
- 3 Analysis in accordance with the definitions
- 4 Recommendations for action

The victim, alleged offender, and witnesses are offered experts support if needed.

NO BULLYING, HARASSMENT, AND/OR VIOLENCE

- If there is no bullying, harassment, and/or violence, the plan includes measures to clarify communication, monitoring, and follow up. The parties involved are informed that the matter is closed, but that the situation will be monitored.

BULLYING, HARASSMENT, AND/OR VIOLENCE

Plan, decisions on actions to be taken:

- Warning or termination, if applicable
- Mediation, if applicable, with clear communication and monitoring
- Communication measures

FOLLOW UP

- 5 Support for the parties involved, monitoring of progress and outcomes, time-limited assessment of the effectiveness of the measures, and reassessment of working conditions.

