DENMARK

Country Case Study

Safe at home, Safe at work

Trade unions erasing violence against women and workplace harassment

by Jane Pillinger
2017

1 Many thanks to Tine Skov Jensen, Equality Officer, LO, and member of the ETUC Steering Committee, for her assistance in organizing interviews, helping with the translation of documents from Danish into English, and for her expertise and comments on the draft report. This report is one of eleven country case studies produced under the ETUC’s project ‘Safe at Home, Safe at Work’, the findings from which are consolidated in the final synthesis report for the project.
1. Introduction

1.1 Overview

This report gives an overview of the Danish country case study carried out as part of the ETUC ‘Safe at Home, Safe at Work’ project. It documents the measures taken by Danish unions to address gender-based violence at work. It covers two specific areas: gender-based violence in the workplace and the impact of domestic violence on the workplace. Both aspects of the report are discussed in relation to the overall legal context, the role of collective bargaining and other union initiatives, as well as the challenges faced by unions and the recommendations made by unions for the future.

1.2 Methodology

The report draws on published reports and data provided by unions, as well as interviews with the following organisations, held in Copenhagen on 6-8 April, 2016.

- Tine Skov Jensen, Equality Officer, LO (Denmark Coordinator)
- Marianne Bruun, Equality Advisor, United Federation of Danish Workers, 3F
- Susanne Fast Larsen, Advisor, United Federation of Danish Workers, 3F
- Mette Marie Yde, Danner

2. Context and legal background

2.1 Gender-based violence at work

Danish working environment law and anti-discrimination law obliges the employer to ensure a working environment free of harassment and sexual harassment. Provisions in the Criminal Code cover the most serious forms of sexual harassment, such as rape.

Working environment

The 2010 Working Environment Act and related executive orders provide for the protection of employees and a safe and healthy working environment. In relation to sexual harassment in the workplace, Section 9 of the Act states that the performance of work must ensure that the work does not result in a risk of physical or psychological health as a result of bullying, including sexual harassment. The 2011 Executive Order states that “work must be conducted in such a manner that it ensures that the work does not cause a risk for mental or physical health impairment due to mobbing, including sexual harassment”. Changes to the legislation were adopted on 22 January 2015 to include harassment, both physical and virtual, and other work-related situations that can occur in an employee’s spare time are specifically targeted. It means that employers are responsible for their employees’ working environment, even when the employee is not actually working.

The Danish Working Environment Authority is authorised to have access to registers showing businesses with a high degree of absenteeism and other factors that can be related to a bad working environment. The Danish parliament voted, in March 2015, for a new agreement on the working environment with the aim to increase the monitoring of businesses which have high health and safety risks. The agreement sets out the Danish Working Environment Authority’s powers to monitor and control these businesses through an increase in unannounced inspections and more detailed inspections based on access to the national

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register for occupational accidents. In addition, a larger number of new companies will be inspected to ensure that business owners with a poor attitude to health and safety do not continue bad habits when they create new companies. The agreement has been welcomed by the Confederation of Danish Employers (DA) and by the Danish Confederation of Trade Unions (LO).

An employee who is injured at work is entitled to compensation under the Danish Workers’ Compensation Act if the injury is an accident or an occupational disease which is an effect of the work or the circumstances under which it was performed. This can include harassment and sexual harassment.

**Equality treatment and non-discrimination**

The Equal Treatment Act contains provision to ensure that men and women in the working population are not discriminated against. Harassment and sexual harassment are defined as “discrimination based on sex and are therefore prohibited”, and it makes it unlawful for an employer to reward a worker for submitting to sexual harassment. Sexual harassment is defined in Section 1.6 as follows:

There is sexual harassment when exhibited undesirable verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment.

The Act covers every employer, authority and organization in public administration and public enterprises; and authorities and organizations and all persons who supply goods and services to the public in both the public and private sectors, including public bodies. The employer is responsible for harassment and sexual harassment by managers and fellow workers if the employer has not taken reasonable steps to avoid or stop the harassment.

The Act falls within the scope of EU provisions on harassment on the ground of sex and sexual harassment (Directives 2006/54 and 2004/113/EC), which have been transposed into Danish legislation. According to an EU assessment of the law on sexual harassment, the scope of the Danish prohibition of harassment and sexual harassment is broader than the scope of Directives 2006/54/EC and 2004/113/EC in that it applies to all sectors of society, including areas that fall outside of the scope of the application of Directive 2004/113. However, Article 26 of Directive 2006/54/EC has not been implemented by any specific provision in Danish law. Victims of sexual harassment can take a case to the civil courts or file complaints with the Equality Complaints Board (Ligebehandlingsnævnet).

The Government has initiated a series of measures to address sexual harassment in the workplace including a hotline, improved guidance (discussed below), closer supervision and easier access to file complaints. In addition, government action against everyday sexism and sexual harassment has signaled, including measures by the Ministry for Children, Gender Equality, Integration and Social Affairs to examine ways of reducing sexual harassment in the

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4 Article 26 refers to on preventive measures, which places a duty on Member States to encourage, in accordance with national law, collective agreements or practice, employers and those responsible for access to vocational training to take effective measures to prevent all forms of discrimination on the grounds of sex, in particular harassment and sexual harassment in the workplace, in access to employment, vocational training and promotion.
public sphere, including the possibility of a campaign urging people to say no to everyday sexism and sexual harassment of women.6

2.2 Domestic violence at work

Denmark ratified the Council of Europe Convention on preventing and combating Violence against women and domestic violence (the Istanbul Convention) on 23 April 2014. In 2011, under Consolidation Act no 904 of 18/08/2011, victims of family or partner violence were given the right to temporary stay at a shelter, to receive protection and provide support for the women and their children. The law is primarily addressed the municipal level, where shelter and support services are funded and provided.

The National Board of Social Services defines violence in the following way:

Although the purpose, is meant to hurt another person’s integrity or to frighten, hurt or harm the person – no matter if the person is a child or an adult man or woman. The violence can have the same effect on other people who witness or hear the act. The violence can be a conscious act, or an act, that happens in effect. The act also transgresses society’s laws and norms.7

The government’s 2014-2017 National Action Plan against Violence in the Family and in Intimate Relations8 led total of DKK 36 million being set aside for the action plan, which contains a number of initiatives to increase knowledge and handling of domestic violence, establishment of a hotline for advice and support, and piloting of measures aimed at the whole family, including temporary accommodation for abusive men, enabling women and children can stay in the family home. Specific action is signaled to help victims of stalking to find support and guidance. Increased efforts are also given to male victims of violence and to young people exposed to dating violence.

2.3 Collective bargaining

Approximately 80% of workers (100% in the public sector and 70% in the private sector) are covered by collective bargaining in Denmark. National level bargaining provides the framework for collective bargaining where pay and conditions are negotiated between unions and the employers at industry level. At the highest level are framework agreements between the Danish Confederation of Trade Unions (LO) and the Danish employers’ federation (DA), which set rules through general agreements and cooperation agreements. On the basis of national level agreements, negotiations at company level have become increasingly important.

In a Danish context it is the responsibility of the social partners to draw up policies and agreements to combat gender-based violence in the workplace. In Denmark, all aspects of working life are subject to collective bargaining. In the last two decades, stress, violence and harassment have become an important part of the bargaining agenda (in addition to wages and working time, training, parental leave, education leave, options of free-time, leave during

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sickness, a child’s first sick day/first and second sick day in the public sector, senior days). In particular, subjects that were regulated by legislation have appeared in collective agreement, including leave schemes, stress, violence and harassment.

3. Gender-based violence at work

3.1 Introduction: the role of unions in preventing and tackling gender-based violence at work

Unions interviewed in Denmark spoke of the early union work carried out in the trade union movement to combat sexual harassment at work. However, they pointed to the difficulties of getting the issue onto trade union agendas and points to sexual harassment slipping off unions’ agendas.

The issue of sexual harassment was first addressed 25 years ago in the Women Workers Union (WWU), which was incorporated into 3F ten years ago. At the time the former Vice-President of the WWU invited shop stewards to participate in discussion about sexual harassment. This was a new issue for trade unions and the first step was to make the organization understand that sexual harassment is a trade union issue and an important element of wellbeing in the workplace. WWU carried out a survey to identify sexual harassment and abuse, which provided a good evidence base for their subsequent work. The union carried out regular training and awareness raising with shop stewards; this started with discussion of the role of workplace representatives and shop stewards, who were instructed to draw up workplace policies on sexual harassment on the basis that sexual harassment is not tolerated and that if someone is victimized in the workplace they will be supported by the union.

Marianne Bruun, Equality Advisor, 3F, pointed to the learning gained from this early work in that it is essential to have someone constantly advocating the issue, so that it remains on training and policy agendas. In practice is was only the larger workplaces that developed policies on sexual harassment at work.

In the last two decades increasing attention has been given to violence and harassment as a health and wellbeing at work issue affecting all workers, which has been progressed through legislation and agreements on the working environment.

3.2 Data and evidence

Sexual harassment has recently come back on the political agenda following evidence and awareness raising from 3F of high levels of sexual harassment at work, including a 3F survey which showed that 20% of female 3F members had been subjected to sexual harassment from either colleagues or boss. Despite this, the organization providing compensation for sexual harassment victims, Fagbladet, revealed that compensation for sexual harassment victims had not changed in the past 20 years. The EU Fundamental Rights Agency (FRA) study on violence against women\(^9\) found that Denmark had one of the highest reported rates of sexual harassment (based on data not limited to the workplace), with 80% of women responding to the survey stating that they had been sexually harassed at some point in their lives (since the age of 15 years) and 37% had experienced sexual harassment in the previous year.

Research published in 2012 by the National Research Centre for the Working Environment\(^10\) (Det Nationale Forskningscenter for Arbejdsmiljø) found that 4% of Danish women has been

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subject to unwanted sexual attention in the workplace in the 12 months prior to the study. This is generally believed to be an underestimation of the true extent of sexual harassment at work. Of these women, 60% stated that had been subjected to sexual harassment from citizens/customers in the course of their work, 21% by a colleague and 15% by a manager. The survey found that women have a higher risk of being subjected to sexual harassment than men and particularly amongst young women in the 18-34 age group. The occupational groups who experienced the highest levels of sexual harassment were public transport workers and social and healthcare assistants, where 13% and 14% respectively had been exposed to sexual harassment.

A number of workplace surveys have been carried out in different sectors. They include a study by the union run Economic Council of the Labour Movement (Arbejderbevægelsens Erhvervsråd), which found that that every fourth woman (and 16% of men) in Denmark has experienced sexual harassment, threats of violence or bullying at work over the past year. 3F and FOA report that 17-20% of their members have been exposed to sexual harassment.

A study on third-party sexual harassment was carried out of 3F members in Private Service, Hotel & Catering who have regular contact with the public in 2015. The 500 respondents who participated in the survey (35% men and 65% women) principally worked in the hospitality industry and in hotels where they had custom contact, for example, canteen staff, chefs and kitchen assistants, reception staff, maids or cleaners. One quarter of all employees (24%) suffered from sexual harassment (27% of women and 19% of men). Mostly it affected younger women. The study showed a link between the industry worked in and the probability of experiencing sexual harassment, showing that workers employed in the hospitality industry where they served customers were at a greater risk of sexual harassment. Women were generally subjected to sexual harassment more frequently than men, with 83% of women saying that they experienced annually or more often. Sexual harassment mainly took the form of verbal harassment, followed by inappropriate touching. Most women experience sexual harassment as a nuisance. About a quarter of respondents knew of a formal policy for handling sexual harassment at work and nearly one-quarter knew of a trade union representative in their workplace.

A 2016 study on sexual harassment in the Danish working environment found that one every four woman has been subjected to sexual harassment, bullying, violence and/or threats of violence at work in the past year (compared to 16% of men). The proportion who experience sexual harassment and violence and/or threats of violence is more than twice as high among women. On average, 5% of female employees were subjected to sexual harassment in the past year, (compared to 1% of men). It is mainly women under 30 years who are at risk, with 10% of women under the age of 30 years were subjected to sexual harassment. In addition, more women than men experience bullying in the workplace and twice as many women as men suffer violence and/or threats on the job (14% of women, compared to 7% of men).

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11 The National Institute of Occupational Health includes a single question about sexual harassment in its working environment survey. However, academics and commentators believe that a single question is inadequate as it tends to generate a low response rate, and that more detailed questions are needed to fully capture the extent of sexual harassment at work.
14 Analyse Denmark (2015) Seksuel chikane inden for Privat Service, Hotel og Restauration
Rapporten er udarbejdet af Analyse Danmark
A 2015 study by the Danish Nurses Organisation (Dansk Sygeplejeråd, DSR)\textsuperscript{16} reported that over one third of nurses working in the public sector in Denmark had been exposed to violence or another form of threatening behaviour on the job over the past year. A more aggressive working environment is partly attributed to an increase in patients with mental health and addiction problems. New government spending amounting to 21 million kroner for 2015–2018 was allocated to the prevention of violence against hospital staff. However, a large part of the funding has already been spent and the union believes that additional resources are needed to deal with this growing problem.

Growing levels of physical violence against school teachers by their students is reported by the Danish Teachers Organisation (Danmarks Lærerforening), where incidents have increased by more than 50\% (from 66 cases in 2013 to 102 in 2015). These cases are of physical violence, and not psychological or verbal harassment, from students. The union believes that many cases go unreported.\textsuperscript{17}

Despite these high levels of sexual harassment, very few cases have been reported before the courts. The unions believe that more needs to be done to encourage reporting and litigation. One high profile case has helped to raise awareness of the impact of sexual harassment.\textsuperscript{18} The case, in 2014, involved a female parking attendant who was the target of repeated sexual harassment from a male colleague. She reported that sexual harassment had resulted in a 75\% loss of earning capacity due to psychological impact of the sexual harassment. She was awarded three million DKK in compensation by the National Board of Industrial Injuries.

Sexual harassment in the workplace in Denmark is the subject of a new research study being carried out by Professor Anette Borchorst, Aalborg University, with the involvement of several trade unions.\textsuperscript{19} The research aims to provide more in-depth data and analysis about sexual harassment cases and to fill a research gap on sexual harassment at work, particularly in relation to the excessive documentation requirements in cases, and to evaluate workers’ compensation cases and previous sexual harassment cases in the courts.

3.3 Collective agreements and workplace policies

Violence, harassment and sexual harassment are principally dealt with through workplace policies, some of which are drawn up on the basis of collective agreements. Many employers, particularly in large companies, have drawn up workplace internal complaints procedures to combat harassment and sexual harassment. These often have a focus on prevention. In the majority of cases they are drawn up in consultation with trade unions.

Examples of good practice collective agreements and workplace policies on sexual harassment can be found below.

Although most workplaces have implemented policies on sexual harassment at work, in some sectors either the policies do not exist or workers are unaware of them. As 3Fs study of sexual harassment in the hotel and restaurant sector (cited above) found, only around one-quarter of workers knew of a formal policy for handling sexual harassment.\textsuperscript{20}

\textsuperscript{16} http://cphpost.dk/news/one-in-three-nurses-exposed-to-violence.html
\textsuperscript{17} http://cphpost.dk/news/huge-increase-in-school-violence-in-denmark.html
\textsuperscript{18} http://cphpost.dk/news/national/sexually-harassed-woman-wins-record-payout.html
\textsuperscript{19} http://www.fagbladet3f.dk/temaer/sexchikane/333a52b52de14ceaa580c1712908f200-20151228-sexchikane-skal-nu-undersoeges-i-nyt-forskningprojekt
\textsuperscript{20} Analyse Denmark (2015) Seksuel chikane inden for Privat Service, Hotel og Restauration. Rapporten er udarbejdet af Analyse Danmark
**Working environment and harassment at work, including sexual harassment**

In Denmark, sexual harassment has largely been addressed as a work environment, rather than as a gender equality issue. Several agreements have implemented the European ‘Framework agreement on harassment and violence at work’ of 26 April 2007. The main labour market organisations the Danish Confederation of Employers (DA) and the Confederation of Trade Unions (LO) issued a declaration on implementation of the EU Framework Agreement on harassment and violence at work.

A national agreement signed by the Danish Working Environment Authority, the Employers’ Confederation and LO-Trade Union Confederation, dating back to 2001, specifies that local agreements have to be adopted to tackle mobbing, harassment and sexual harassment at work. The agreement led to the adoption of guidelines by the Government and an amendment to the paragraph of the Ministry of Employment Labour regulations which affirms that “the work does not imply any risk of physical or mental health deterioration due to bullying/harassment including sexual harassment”. The agreement has led to a wide range of local agreements (principally at company levels and in municipalities/regions).

In the 2008 **Agreement on Cooperation and Joint Consultation Committees in State Sector Enterprises and Institutions** the parties to the agreement (State Employer’s Authority and the Confederation of Danish State Employees Organisations) agreed to incorporate the following clause on harassment and violence: “The Cooperation Committee shall lay down guidelines that ensure a working environment where employees are not exposed to mobbing, (sexual) harassment or violence from colleagues, management or a third party. The Cooperation Committee must continuously oversee that the guidelines fulfil their purpose.” (Article 5, 10)

The general collective agreement for the Danish regional and municipalities sector in 2008, included an new agreement on preventing, identifying and managing harassment and violence, includes sexual harassment and third-party violence at work. It acknowledged that abuse can be one-off incidents or more systematic patterns of behavior; that abuse may take place amongst colleagues, between superiors and subordinates or by third parties such as clients, citizens, patients, residents, users, pupils etc., and that abuse may range from minor cases of disrespect to more serious acts, including criminal offences, which require the intervention of public authorities. The agreement specifies that municipal and regional workplaces in Denmark, through co-determination committees in each region/municipality, have to actively prepare guidelines for how to prevent harassment and violence by 1 April 2010. If there is no agreement the employers (region/municipality) have to impose the guidelines unilaterally. In 2009, Local Government Denmark and Danish Regions, in collaboration with the Association of Local Government Employees’ Organisations, have published two booklets to assist the co-determination committees in drawing up the guidelines.

A report on how the agreement has been implemented in municipalities and regions identified six good practice case studies (three municipalities, a regional institution, a hospital and a campaign partnership between a municipality, a region and a traffic company) through the so called co-determination committee system. For example, in the Municipality of Nyborg a well-being at work survey was carried out in 2008 to examine how the high sickness absence rate could be reduced. Harassment and violence were highlighted as significant challenges. Under

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21 The agreement was signed by the two employers’ unions (Local Government Denmark and Danish Regions) and the Danish Association of Local Government Employees’ Organisations (the joint negotiating body for 46 trade unions representing members employed in municipalities and regions).

22 Local Government Denmark, Danish Regions and the KTO (Danish Association of Local Government Employees’ Organisations) (2010) Harassment and Violence in Danish Municipal and Regional Workplaces. Available at: [http://www.kl.dk/imageVaultFiles/id_46479/cf_202/Avoiding_Harassment_and_Violence.PDF](http://www.kl.dk/imageVaultFiles/id_46479/cf_202/Avoiding_Harassment_and_Violence.PDF)
the co-determination committee a range of initiatives were carried out, including a workshop on harassment between co-workers and the drawing up of a comprehensive set of guidelines on how to prevent, identify and manage harassment between co-workers and sexual harassment.

A further agreement signed by the employers and the Danish Association of Local Government Employees Organisations was signed on 1 April 2015, setting aside DKK 2 million (€270,000) to fund a study on the psychosocial working environment in the sector. The study aims to identify risk factors that affect the working environment. However, unions have found that employers are resistant to addressing the issue of the psychosocial working environment (harassment, bullying, mobbing, discrimination). When unions put the issue of the psychosocial working environment on the table for tripartite discussions in 2016, the employers refused to discuss this issue, claiming that it was not a severe problem and that the existing legal framework secures a good psychosocial working environment.23

Strategy for safety and health measures

The Danish Strategy for safety and health measures up to 2020 was agreed in consultation with the social partners in 2011. The strategy states that a good psychological working environment is important for communities, businesses and individuals, and it can increase productivity, improve efficiency and reduce absenteeism among employees.

Growing concerns about work environment problems and sexual harassment led to a Parliamentary discussion on the issue, and resulted in government funding to address sexual harassment. A working group was formed by the Ministry of Employment (Work Environment Authority) with the social partners to draw up guidelines on tackling sexual harassment in the workplace. The guidelines A good psychological working environment: prevention of sexual harassment were sent out to all employers in Denmark in 2016 and aim to prevent and give practical advice to employers on how to handle sexual harassment in the workplace. The guidelines cover the following topics:

- Sexual harassment is unacceptable
- Have clear guidelines
- Use dialogue as a tool
- It should be okay to say no
- Clarify roles and responsibilities
- Stay focused on the prevention of sexual harassment.
- Sexual harassment can have major consequences

The guidelines state that sexual harassment is often associated with taboos, prejudices, myths and jokes, but it can have major consequences for those involved and for the working environment. Sexual harassment can be exercised by employees or managers in the workplace or the people we come in contact with through his work. The personal consequences can range from irritation, humiliation and concentration difficulties to sleep problems, anxiety, depression, and at worst post-traumatic stress syndrome. The cost of the work can be low job satisfaction, increased absenteeism, lower productivity and high staff turnover. Therefore, it is important to have recurrent and systematic focus on preventing sexual harassment. The guidelines cover a range of measures for handling and preventing sexual harassment.

harassment in the workplace and in relation to third-party harassment. These are set out in Appendix 1.

The union 3F who participated in the working group were critical of the way in which sexual harassment is addressed as a special kind of ‘mobbing’ and also because no reference is made to the fact that sexual harassment illegal. 3F believes that the issue is downplayed and not addressed with sufficient seriousness, in particular sexual harassment is referred to in a hierarchy of different forms of harassment. According to Marianne Bruun (Equality Advisor on Gender Equality, 3F)

There is a hierarchy where harassment and mobbing are not gender-specific, if you de-gender mobbing you lose the analysis that sexual harassment takes place in the context of gender inequalities and unequal power relations. Workplaces are male orientated – we need a gender related analysis of the workplace in order to have a gender related analysis of gender-based violence.

**Good practice workplace policy: Post Denmark**

Post Denmark, the largest postal company in Denmark with approximately 15,000 employees has drawn up a good practice workplace policy on bullying, harassment and sexual harassment at work.

[agreement currently being translated – to be added]

**3.4 Union awareness raising, campaigns and training programmes**

**Union awareness raising**

**Joint union task Force and campaign to fight sexual harassment (2016-2019)**

A new union task force on fighting sexual harassment has been established between four Danish trade unions (3F, HK, Serviceforbundet Teknisk Landsforbund and Fængselsforbundet.) for a new political and public campaign to raise awareness of sexual harassment in the workplace. The objective of the task force is to develop common union strategies on raising awareness about and tackling sexual harassment at work, including how to improve litigation and win court cases. Strategies being discussed include: a) how to increase fines, which are currently very low, b) public awareness raising to improve understand sexual harassment, which will impact on the judges and lawyers, c) common strategies on work environment guidelines, and d) making greater use of litigation include the EU Court of Justice. The unions have held discussions with politicians to put a positive duty on employers to engage in pro-active measures on prevent sexual harassment. One of the problems identified by unions is that it is necessary to identify that the actual employer (as opposed to the employer who perpetrated harassment). Unions argue that it is necessary for the employer to be responsible even if s/he had not done anything in the workplace to prevent sexual harassment. The task force is also developing a media strategy and has link to a Facebook campaign.

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24 3F (United Federation of Danish Workers - service, hotel, cleaning, construction and industry workers) - https://www.3f.dk/english; HK (Union of Salaried Employees - retain and administration) http://www.hk.dk/omhk/about-hk; Serviceforbundet (The Technical Staff Union – hairdressers, guards, opticians among others); Teknisk Landsforbund (The Danish Association of Professional Technicians – trade union for technicians and designers) https://tl.dk/om-os/hvem-er-vi/english/; Fængselsforbundet (trade union for prison guards)

25 Facebook campaign “Over Stregen” (crossing the line): https://www.facebook.com/OverStregenSeksuelChikane/
**3F awareness raising initiatives on sexual harassment**

3F\(^\text{26}\) is the union that has given the greatest attention to the issue of sexual harassment at work. 3F has recently produced a range of awareness raising and guidance materials for union members about sexual harassment. For example, 3F has issued a range of awareness raising materials and has created a ‘No to sexual harassment’ Facebook page.

A 3F booklet *When everything becomes sex at the workplace* has been disseminated to all members. It addresses the problem that people are talking about sex all the time. It was produced to help improve understanding of sexual harassment and is an attempt to reach members who are victims of sexual harassment and give them information about their rights, what they can do and who they can contact for help. The leaflet was seen as particularly important in reach the women who work in small and isolated workplaces. According to Marianne Bruun (Equality Advisor on Gender Equality, 3F)

> The union wanted to find a way to approach its members and tell them that sexual harassment is unacceptable and that the union can help them. Sexual harassment is about power – rarely about sex, more often about power. This is what we need to address if we are to tackle sexual harassment.

The leaflet provides information to help victims understand that perpetrators of sexual harassment are often in a powerful position and that it is an abuse of power. Personal strategies of what to do include talking to colleagues, managers and the union. It sets out why it is important to do something and how to contact a shop steward or health and safety representative.

**3F Guidance to trade unionists on cases of sexual harassment:** Guidelines for shop stewards in dealing with cases of sexual harassment were produced by 3F in 2016, updating a shop stewards guide from ten years previously. It gives simple guidance about addressing sexual harassment and what are the important questions to ask, and how to talk to someone with empathy and understanding. It suggests now to tackle the issue when employees leave their jobs, which may also be a cause of sexual harassment. The guidelines cover what is sexual harassment and the forms that it takes (such as verbal or written, people talking about how you look/your sex life, jokes about sex, physical behaviour / touching/pinning or holding a woman against her will, displaying a picture or showing a movie with pornography). It also gives suggestions on how to talk about sexual harassment in sensitive and empathetic ways, how to help the victim put into words what has happened, and to give room for feelings and lack of words. The guidelines emphasise the importance of making sure that there is 100% confidentiality.

The guidelines aim to build union expertise and contain a checklist on how to have a conversation with a victim. It stresses the importance of ensuring that the correct information is collected. The following questions are given as guidance about what to ask, particularly because collecting the right information could assist a lawyer if a case is taken to court:

- data about workplace, employer, position and length of time there, job functions;
- who is the harasser / relation to you / when did the victim notice the first and what was said and done and how did it develop – who was there and which situations;
- what is the situation now, and what has made the victim go to the trade union;

\(^{26}\) 3F, the United Federation of Danish Workers, is the largest trade union in Denmark, with 323,082 members. The union organises skilled and unskilled workers in the private and public sectors, covering transport, building and construction, manufacturing, agriculture, forestry, horticulture, cleaning, hotels and restaurants, delivery and distribution of newspapers and magazines.
• who has the victim talked to about the harassment e.g. manager, colleague, shop steward, family/partner;
• when and how has the victim said no / boundaries to the harasser and what happened
• has there been a complaint to the employer/manger, when and how and what consequences;
• is there any evidence emails, letters, text messages, sound recordings, witnesses;
• how is the victim feeling/ is she shameful and worried in relation to the harassment and reactions;
• ask if the victim is planning to sue the company/harasser;
• are there are others, former employees, who have been in the same situation;
• ask what support they need now and what to do next.

**Tackling sexual harassment in the hotel, restaurant and tourism industry**

In 2015, the 3F union and sister unions in other Nordic countries initiated a project to fight sexual harassment in the hotel, restaurant and tourism industry. Many restaurant workers have to endure inappropriate remarks and unwelcome physical advances in the workplace. The perpetrators include both customers and co-workers. A group of Nordic trade unions are now launching a project to fight sexual harassment in the hotel, restaurant and tourism industry. The project aims to stimulate a serious debate and action to prevent and tackle sexual harassment in the sector.

**Health workers**

Unions representing health workers have been involved in a range of initiatives to address violence and harassment in the health sector. For example, the FOA union of health and social care workers and the Danish Nurses' Organisation (Dansk Sygeplejeråd) organised a joint conference on 29 May 2012 to discuss how to deal with the problem of violence in psychiatric care. The two organisations are concerned about the level of violence including very serious cases and they argue that strategies are needed to prevent and manage incidents. The unions note that increased pressure of work, the risk of working alone and shortage of staff have contributed to the problem.

Since 2012, five women health care workers have been killed in psychiatric care and treatment facilities by patients. However, unions believe that little priority is given to addressing this issue. Recently when a male police officer was killed almost all politicians and the Prime Minister expressed their sympathy and publicly condemned the killing. The FOA union attempted to question why the killings of the health care workers did not get the same amount of political attention. FOA believe that underlying this is that being a public servant in a female-dominated field is not considered as important or prestigious as being from a male-dominated field, even though just as dangerous.

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28 http://www.epsu.org/epsucob/2012-may-epsucobnews-10/dealing-violence-work
29 https://www.fagbladetfoa.dk/Artikler/2016/03/31/Det-goer-FOA-efter-drab
3.5 Links and cooperation with civil society and women’s organisations

There have been some good links with civil society and women’s organisations, which date back to campaigns established by the women’s movement in the 1980s.

3.6 Challenges faced by unions

Although the social partners have the responsibility to draw up policies and agreements to combat violence and harassment, low priority is given to examining this using a gender perspective. Much of the work carried out by unions took place over twenty years ago, and it has been a struggle to get the issues of sexual harassment prioritized by unions.

A challenge is that sexual harassment as a form of gender discrimination has slipped off union agendas. Although sexual harassment is included in work environment and wellbeing agreements and workplace policies, it is often hidden as a special issue under broader headings of harassment, violence and mobbing. The problem is that the issue has been de-gendered.

One of the challenges is that sexual harassment is invisible in the workplace, and it is becoming more difficult for women are reluctant report sexual harassment, resulting in few cases in the courts. As Marianne Bruun, 3F, stated: “This is a big problem and it is so difficult to get the cases – it is more difficult than we ever thought it was, it is difficult to climb the hill and we need the cases to move the issue forward”.

3.7 Recommendations from unions

- Ensure that there is a gender-lens on occupational safety and health workplace policies and initiatives, including how workplace policies on health and wellbeing can prioritise sexual harassment as a workplace problem.
- Include specific guidelines on sexual harassment, including how the issue can be addressed in prevention programmes, workplace risk assessments, and included on the agendas of safety and health committees.
- Engage in public and media campaigns to end sexual harassment at work and in public places, and ensure that this reaches the police, judiciary and other public institutions.
- Encourage more women to report cases and put a priority on strategic litigation as this can help to raise the profile of the incidence and seriousness of sexual harassment in public and political debates.

4. Domestic violence at work

4.1 Introduction: the role of unions in addressing domestic violence at work

Domestic violence at work has been progressed in Denmark through union shop steward training. Although it is not known how many employers have introduced workplace policies, there are some examples of workplace policies being negotiated at workplace level by shop stewards.
4.2 Data and evidence

Data from the Danish government show that an estimated 29,000 women and 10,000 men (between the ages of 16 and 74) are victims of violence in intimate relations in Denmark each year. Approximately 9,500 young women and 5,500 young men are estimated to have been victims of physical violence in relation to teen dating (ages 16-24).\(^{32}\) Data published in 2013,\(^{33}\) shows a decrease in the number of victims of violence in intimate relations (5% from 2005 to 2010, 15% in teen dating violence from 2007 to 2011). Young people between 16 and 24 years of age are the most vulnerable to intimate violence, particularly in relation to teen dating violence, a survey shows that 6.5% of the young women and 3.7% of the young men state to have been victims of physical, psychological and/or sexual violence within the last year.\(^{34}\)

Danish statistics for 2005,\(^{35}\) found that of the 2,000 women who live in shelters (out of an estimated 28,000 women who are abused each year), many risk rejection from the labour market and are at risk of socially marginalized because of a weak attachment to the labour market. The statistics show that abused women have a higher rate of unemployment than the general population. One of the reasons cited for this is that abused women often take sick leave.

A study by the Danish National Board of Social Services published in 2007,\(^{36}\) found that victims of domestic violence who were working had twice as much absenteeism; twice as many women were unable to work, had switched jobs or worked part-time because of health problems caused by the abuse; and four times as many had conflicts with their colleagues. The study found that many women hide their violence in the workplace, have bad health, poor quality of working life and less influence at work, and strained relationships with colleagues.

A further report by the National Board of Social Services in 2009\(^{37}\) showed that for the 83% of women who had been in employment in the previous three years, the abuse had negatively affected their work and which made it difficult to keep a job. Thirty-five per cent of the abused women who were interviewed experienced difficulty in achieving their professional objectives as a result of the violence. Psychological and social problems resulting from the abuse influenced their participation in and contribution at work. Many were unable to work and took sick leave. 35% of women experienced difficulty finishing their work assignments as a result of the violence, and experienced loss of concentration, fatigue, depression, irritability, post-traumatic stress disorder, paranoia and anxiety. These factors resulted in a loss of productivity, the demotivation of colleagues and third parties, a higher rate of absenteeism increasing the risk that the victim will stop working. 77% of women who had worked during the last three years the perpetrator extend his abuse to their work situation, for example, by demeaning their work.

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jealousy of colleagues, controlling wages, and harassment, abuse and threats in person or by phone at the workplace. 55% were worried about what their colleagues think.

Based on the evidence from the above studies, a report ‘Abused Women at Work’ carried out to inform the Danish Daphne III project under the same name, summarises the main problems related to domestic violence at work as:

- The woman hides bruises and swelling with scarves, extra clothes and make up
- The woman can have difficulty going to work the day after being abused
- The woman is plagued by insomnia because she is kept awake or is repeatedly awakened during the night. The woman is too tired to come to work or to do her work properly.
- The woman has problems concentrating, learning or focusing on her work
- The woman can often forget or cancel appointments
- The woman is controlled and frequently disturbed at work by telephone or email contact from the partner
- The woman is isolated or she isolates herself. The woman can stay and talk with others after work, but she does not participate in social events
- The woman defends or makes excuses for her partner's behavior
- The partner follows the woman to and from work
- The partner seeks her out at work and threatens or bothers her
- The partner can destroy the woman's transportation possibilities so she cannot get to work on time
- The woman suffers from insomnia/sleep disturbances and extreme fatigue
- The woman has many sick days
- The woman suffers headaches and stomach pain
- The woman suffers from anxiety and nightmares
- The woman suffers from sadness, mood swings and outbursts of anger
- The woman's self-respect is gradually undermined
- The woman is increasing vulnerable and depressed

4.3 Collective agreements and workplace policies

Some shop stewards have negotiated workplace policies on domestic violence at work and/or negotiated individualised supports for victims of domestic violence.

See below for further details.

4.4 Union awareness raising, campaigns and training programmes

In 2007, LO and the women’s domestic violence organisation Danner produced a guide on how the workplace can play a role in helping victims of domestic violence. More recently 3F and the joint union training organisation FIU-Equality has carried some pioneering work on domestic violence in the workplace, which was inspired by an EU-funded Daphne III project on the issue. The union recognises that women who are exposed to domestic violence

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39 http://www.lo.dk/kontakt/Bestilublikationer/Ligestilling/%20/media/Publikationer/Publikations%20filer/Ligestilling/4811voldd2007pdf.ashx
violence experience high levels of ill-health, frequent changes in their job or loss of jobs. As Susanne Fast Larsen of 3F stated, in addition to these factors:

…they are not good colleagues (they hide from their colleague) many are cleaners and they don’t want to change clothes in front of colleagues – they isolate themselves from colleagues; it is an issue of democracy as they don’t participate. These are important union issues and we decided to act on it because it is such a serious problem.

Danish unions have put some efforts into ensuring that male trade unionists are role models and the leadership of unions send a clear message that there is zero tolerance to violence against women. For example, the heads of 3F and LO have produced YouTubes stating that they do not agree with violence against women.

**Abused Women at Work Project**

3F’s work on preventing domestic violence at work commenced under the Daphne III funded project ‘Abused Women at Work, Workplace Policy for Exploited Women. A Trade Union Action’ (Den voldsramte kvinde er en kollega – virksomhedens handlemuligheder). The project was carried out in partnership with two partner countries, Spain and Lithuania, in 2009-2010.

Research, involving interviews and consultations with workers in Denmark,\(^{40}\) was carried out to provide an evidence base for the project. This aimed to uncover the extent of domestic violence in Denmark and to show how domestic violence affects women’s working lives.

A handbook was produced from the project entitled ‘If your colleague is abused at home - dealing with domestic violence in the workplace’.\(^{41}\) It provides information about domestic violence and makes recommendations for concrete strategies to help and support colleagues who are affected by domestic violence. The handbook drew on the interviews and consultations with workers in Denmark. It provides guidance on how to introduce workplace initiatives and policies to actively prevent violence and to break down taboos. The handbook is targeted to everyone at work, but it is especially targeted to shop stewards and safety representatives, with information on how to handle and help victims of domestic violence at the workplace. There is also information for women victims of abuse, suggesting ways to get support and help.

Guidance on drawing up guidelines, procedures and workplace policies, includes a sample declaration that can be included in company CSR policies or in company safety policies:

> We at (the name of the company) believe that it is important to prevent domestic violence and to help colleagues who are the victims of domestic violence in order to create security and job satisfaction at our workplace and in society in general.”

The handbook is organised under the following main headings:

- What is domestic violence? Myths and facts
- How domestic violence affects the victim, society, and work life

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\(^{40}\) [http://www.evaw-global-database.unwomen.org/~/media/files/un%20women/vaw/full%20text/europe/report%20entitled%20abused%20women%20at%20work%20from%20the%20eu%20daphne%20project/abused%20women%20at%20work%20-%202009.pdf](http://www.evaw-global-database.unwomen.org/~/media/files/un%20women/vaw/full%20text/europe/report%20entitled%20abused%20women%20at%20work%20from%20the%20eu%20daphne%20project/abused%20women%20at%20work%20-%202009.pdf)

• What a workplace can do
• Involving management
• Attention on the victim/abuser
• You are being abused – what can you do?
• Resources and further information

The handbook has been widely used in training and conferences since it was published in 2009 and remains an excellent and comprehensive set of guidelines on domestic violence at work.

**FIU-Equality training on preventing and addressing domestic violence at the workplace**

**FIU-Equality** is the trade union training organisation for equality and diversity, established in 2005 through a partnership between three trade unions 3F (United Federation of Danish Workers), HK (Union of Commercial and Clerical Employees) and Dansk Metal (Danish Metal Workers’ Union). This internal trade union training collaboration is unique in Denmark and has been established under the collective agreement on funding for and training release for shop stewards, which has levered high levels of funding for shop stewards training amounting to 320 mill Kroner per year.

FIU-Equality’s training courses have a strong focus on non-discrimination, equal pay, women’s leadership courses, human resources management, equality and diversity in the workplace, including LGBT equality, and sexual harassment at work. Some courses have addressed harassment and violence against LGBT people. The catalogue for the courses is entitled ‘Naturally’, with a focus on equality and diversity.

FIU-Equality has carried out a range of activities, including training and conferences, to address the impact of domestic violence in the workplace. FIU-Equality provides internal interdisciplinary training courses for LO members on gender equality and diversity for elected shop stewards. The annual programme of training includes training courses on violence against women and preventing domestic violence at work through policies and activities to ‘break taboos at the workplace’. The training aims also to assist victims in seeking help at the workplace and for elected representatives and colleagues to help victims.

FIU-Equality training materials on preventing domestic violence at work provides information about the numbers of women and children affected by domestic violence. It states that:

> Therefore, FIU-Equality has a particular focus on training shop stewards and colleagues to be aware of co-workers who are victims of domestic violence and how they can support these victims and the perpetrators to escape from the violent situation. There has also been a focus on eliminating the taboos regarding violence, making it easier for domestic violence.

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42 http://fiu-ligestilling.dk/en/
44 The training materials state that work nearly 100,000 people in Denmark are affected by domestic violence, either as victims or perpetrators. The majority of domestic violence victims are women and children; approximately 28,000 women are subject to violence and approximately 22,000 children witness or are subjected to violence in the home. Approximately 28,000 men commit violence against their current or former partner. 8,900 men are victims of violence and in an estimated two-thirds of cases the victim has a male partner. There are no Danish studies of violence in lesbian relationships – however, LOKK (National organisation of women’s shelters in Denmark) reports that lesbian victims also turn to the women’s crisis centres. The information is drawn from a study “Domestic violence – on prevention and handling domestic violence in the workplace”. See: http://fiu-ligestilling.dk/wp-content/uploads/FIU-Equality-Training-of-elected-union-representatives-for-greater-equality-1.pdf
The training materials cite studies that show that domestic violence also extends to the workplace and that violence affects victims’ work situations. It goes onto say that some have experienced threats or harassment from the perpetrator at the workplace, some have been prevented from going to work, some have quit their jobs due to the perpetrator’s harassment, and violence causes higher rates of sickness absence and reduced desire to actively participate in the workplace. One approach has been to examine personnel policies that can be implemented at the workplace to give domestic violence victims the opportunity to escape from the violence.

FIU-Equality is currently examining how workplace safety and health representatives can be more active in preventing domestic violence at work. However, it has been hard to get a gender-lens on work environment issues and to address psychosocial stress and harassment at work.

Annual conference on trade union strategies to prevent domestic violence at work

Since 2005, an annual conference on domestic violence at work has been held to mark the International Day for the Elimination of Violence Against Women (25th November). Each conference covers a different theme. The initial themes for the conferences were aimed at showing how to prevent and help women who were exposed to domestic violence. Later conferences looked at how shop stewards should interact with a man who is violent, and particularly the ways of communicating with perpetrators, who may be work colleagues or union members. Other conference themes have covered the economic costs of violence based on research carried out by the Institute for People’s Health (University of Copenhagen) of the estimated costs of domestic violence (of police, hospital, shelters etc., but not including lost time from work) which amounted to 500 million Kroner per year. The most recent conference in 2015 addressed the issue of domestic violence in LGBT families, on the basis of growing evidence of hidden intimate partner violence between lesbian and gay partners. The annual conference, attended by up to 100 people is open to all union members, and invitations are specifically sent to central and local union shop stewards.

A theatre play was commissioned in 2009 from the theatre company ‘The Travelling Stage’ in partnership with the White Ribbon campaign. It showed how difficult it is to talk to a male colleague that you know is ‘beating his wife at home’. Following the performance at the annual conference, the play had two tours around Denmark in 2009 and 2013 and was hosted by twelve different unions. Theatre is seen as one way to make it easier to talk about the taboo of domestic violence. Some conferences have showcased good practices from companies, including recently a pension company who had developed good policies on preventing domestic violence at work.

Annual prize on successful initiatives to prevent domestic violence at work

Each year an annual prize is given to a shop steward who has demonstrated a successful role, for example, in representing victim or in persuading an employer to introduced workplace policies. Examples include negotiating with an employer to allow a victim to have temporary leave or flexible working hours, negotiating a change of job within the company or a job placement in another town or region. Nominations are received from a union network of equality shop stewards. The prize is awarded on the basis of nominations and a winner is selected from a short list of ten nominations.
The prize for 2015 was awarded to a shop steward in the government’s tax department, SKAT, who had re-negotiated the existing policy on violence at work, having successfully persuaded the employer that domestic/intimate partner violence was a key workplace issue. The policy can be found in the box below.

SKAT Personnel Policy: "Violence, intimidation and harassment"

• In SKAT we do not accept violence, threats of violence or harassment from either internal or external parties. This applies both during working hours and work-related violence, threats and harassment outside normal working hours.

• SKAT must be a workplace where employees can feel confident that we have a framework that makes it possible to speak openly about violence and threats and where the individual always know where there is support and help is available. Reports of violence, threats and harassment from employees and managers are taken seriously.

• Prevention of violence and threats is a joint responsibility of managers and employees. We take prevention seriously and act on emerging situations. All employees and managers should be aware of how to proceed in connection with violence and threats. Employees who have been exposed to violence or threats are offered counseling via "Counseling for employees" (link is given to website).

• At the Health and Safety Organization’s SharePoint (link is given to website) materials describing how to prevent violence, what to do if there are incidents of violence and threats, and how to follow up on incidents are available.

The result is that domestic violence at work is now included in the policy covering 4,000 workers. The policy states that the employer has to give support and that there is a zero tolerance approach to violence. Other prizes in previous years have been awarded to shop stewards who have negotiated workplace policies, including a good practice workplace policy with Post Denmark, which includes helping a woman with information about shelters, time off for support and leave for meetings with lawyers and attending court, and help from counsellors.

According to Susanne Fast Larsen, 3F, the prize is an opportunity to raise awareness and give concrete examples to shop stewards about how they can approach the issue of domestic violence at work: “It’s a good story and a good way to showcase what is being done.”

Susanne Fast Larsen gave an example of one female shop steward who had helped an employee who was ‘smelling oddly’. Her colleagues complained to the shop steward that they did not want to work with the woman because of the bad odor.

When the shop steward talked to the woman she told her that her husband wouldn’t allow her to have a bath. She started then to explain that he hit her, then the shop steward helped her – she went to the management and helped her to leave her partner secretly as she was worried that he would kill her. The employer said she could have one month’s salary and she begun a new life – it was an example of a practical way that the shop steward helped.

With regards to the impact of the training courses and the annual conference on domestic violence at work, 3F believes that they have had a positive impact on the workplace.

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45 SKAT (the Central Custom and Tax Administration) has 6200 employees and is the Danish revenue authority responsible for collecting taxes and administering the laws related to taxes. It is a part of the Danish Ministry of Taxation.  
http://www.skm.dk/english/the-danish-ministry-of-taxation
For further information about the annual conference and award see: Appendix 2: Example of a programme for the annual FIU Conference on domestic violence; Appendix 3: Criteria for the award of prize to trust elected, who make an effort to prevent domestic violence. 2013; and Appendix 4: Nomination Form, 2013.

4.5 Links and cooperation with civil society and women’s organisations

Unions have established good collaboration with domestic violence organisations. For example, the Copenhagen-based domestic violence organisation, Danner, has regularly spoken at and attended the domestic violence at work conferences.

Addressing domestic violence at work has been one of the core themes of FIU-equality’s equality network, which spans across ten different cities in Denmark. Members of the network make contact with local shelters and local domestic violence organisations.

Danner is an NGO providing support for victims of domestic violence and runs a shelter in Copenhagen. The organisation also fights for better rights for victims of domestic violence who have a range of rights when then enter a shelter. Danner is pushing for legislation to support all women affected by domestic whether in shelter or not and to use methodologies used in the shelter in an outreach setting.

An interview with Mette Marie Yde, Danner, highlighted the importance of collaboration between unions and NGOs in preventing domestic violence at work. As Mette Marie Yde stated: “Trade unions traditionally very separated from trade unions, some mistrust on both sides in the past, but the issue of domestic violence at work brings these as core issue for both.” She sees the development of projects and initiatives to prevent domestic violence at work as a very positive development, particularly in using existing models of parental leave as a model for domestic violence leave.

Mette Marie Yde cited a study carried out of women’s shelters in Denmark found that women who take up shelters have less connection to the labour market, are often less well educated and have no financial independent. In most cases when a woman reaches a shelter she is not working. Mette Marie Yde cites the reasons for this: “If you are living your life in atmosphere of the daily tyranny of psychological violence women end up leaving their jobs, and before they leave their jobs they will have had a lot of sick leave.” It is for this reason that it is very important that when someone leaves their job or requests to be moved in her job that there is someone in the workplace who can delve into the reasons why. She argues that: “It is at that stage that it is possible to give support and help.”

4.6 Challenges faced by unions

- An important challenge is to reach out to victims of domestic violence before they leave the workplace, as this is the time when trade unions and employers can play a role in prevention.
- A key challenge is that employers are reluctant to draw up workplace policies, even when they are prepared to develop individualised solutions proposed by shop stewards.
- Finding solutions to dealing with perpetrators who may be colleagues or union representatives is challenging.
4.7 **Recommendations from unions**

- A legal framework on domestic violence at work is crucial to persuading employers to draw up workplace policies and to ensure that the issue of prevention of domestic violence at work is included in collective bargaining, including the guidelines drawn up on the basis of collective agreements on health and wellbeing and the working environment.

- Ensure that prevention of domestic violence at work is included in workplace risk assessments, and on the agendas of safety and health committees.

- Training for workplace representatives and employers is needed in the workplace, with indicators that, for example, identify changing jobs, changing locations, not attending social events, being isolated in the workplace, or high levels of sick leave could be drawn up to identify women who experience domestic violence and who psychologically controlled.

- Because prevention of domestic violence at work has to be tackled at workplace level, it is important to have a strong focus on the issue in workplace policies, so that the issue is talked about at workplace level. This should be an integral part of CSR policies. This includes implementing practical initiatives in the workplace, for example, in addressing stalking by ex-partners.

- It is important to train men to talk to men about domestic violence so that men can have conversations with men about the issue, and to ensure that unions make the link between the fact that the perpetrator at home may be harasser at work.

- The well-established leave schemes in Denmark, which cover issues such as education, sickness and parental leave, could be used as a basis for negotiations on leave for victims of domestic violence in national and workplace collective agreements.
Appendix 1: Danish WEA Guidelines “A good psychological working environment: prevention of sexual harassment” (note: this is not an official translation)

1. Important to signal that sexual harassment is not acceptable – that this is coming from the management and that there is a clear framework that everyone knows about.
2. Clear guidelines, to know what to do in in identifying and preventing, and how to handle the problem – and to make sure that everyone in the workplace is informed about who to go to and what is the process. Write down the guidelines – and use them in the training of new employees.
3. Use dialogue as a tool to discuss the culture and values of the workplace between employees and employers, it can be a taboo topic, it is important to sit down and talk about what is proper behaviour and where are the limits. This can create a common understanding about sexual harassment.
4. Be clear about your own boundaries and to make it easier for women to say no – it is important to be aware of everyone’s personal boundaries, some might find it offensive/some might find it a joke – you should be allowed to say when it is offensive.
5. You have to be clear about roles and responsibilities - you need to discuss and make clear who has which roles and tasks both in relation to the prevention and in relation to the handling of sexual harassments and find out if you have the right competences in the workplace to deal with this.
6. Keep your focus on the prevention. The first step is to put it on the agenda and they keep it in focus. Talk about how you can keep your focus on the prevention – you can for example do it at an annual conference or discussion, staff meetings. Remember also to make it part of training and instruction of new employees.
7. Give instruction to employees about relevant information / situations where there is a risk of sexual harassment and how to handle it. Instruct and induct new employees, students and interns.
8. Use the organisation of your work as a tool. The organisation of the work as a prevention, for example, it is necessary to have two persons in a room, or in physical interior design to be able to leave a room quickly. Be aware of situations/time of day when people are especially vulnerable.
9. Have a focus on having the right competences, e.g. as a nurse, develop competences.
10. Use your experience from former cases to prevent new cases. Learn from your experience.
Appendix 2: Example of a programme for the annual FIU Conference on domestic violence

Gender, sexuality and Domestic Violence
Conference Tuesday 25 November at. 10:30 to 15:30
3F, Kampmannsgade 4
1790 Copenhagen V.

Background:
On 25 November, the UN's anniversary to combat "violence against women", and this year will FIU Equality use the day to focus on how standards, ie "Unwritten rules" for sex and sexuality in the workplace and in society is related to "domestic violence".

What does the workplace and society's unwritten rules about sex and sexuality eg :
• for women's over-representation as abused in the statistics?
• for bi- and homosexuals and transgender people lack opportunities to get help when they experiencing violence in intimate relationships?
• for whom we expect is the "victim" and "exercise" when violence occurs? and what special problems male violence vulnerable meetings?

We will use the documentation discuss how we can act in the workplace to prevent "violence home "and create a better working environment.

Program:
Kl. 10:30 to 10:40:
Welcome and presentation of the day's theme, what it means in workplaces and trade union work and intro to today's program.
By Susanne Fast Jensen, FIU Equality.

Kl. 10:40 to 11:10:
National Organization of shelters (LOKK) come with their analysis of the important societal gender roles and views on sexuality have that many more women than men exposed to violence.

Kl. 11:10 to 11:40:
The Swedish organization Herren for jämställdhed (Men for Gender Equality) tells of teaching project Macho factory, whose purpose is to create greater equality and prevent violence, by focusing on how the norms of masculinity can be changed. They will come up with suggestions on how to work constructively with the norms of gender and sexuality in workplaces view violence prevention.

Kl. 11:40 to 11:50:
Coffee break.

Kl. 11:50 to 12:25:
Jørgen Juul Jensen from Male Centre in Copenhagen will give a presentation on its work in male violence vulnerable, and how social norms about gender and masculinity play In the men's situation and the way they meet their surroundings. He will also briefly into what role the workplace can play in relation to abused men.

Kl. 12:25 to 13:00:
Suzann Larsdotter, from the Swedish RFSL brotsofferjour (hotline for abused lgbt-persons) will talk about violence in gay relationships, including Based on the study "Våldsom lika och olika "which is the only major study on violence in gay relationships that are made in Scandinavia.
She will include enter what the lack of focus on violence in gay relationships in Denmark is due, and what have the consequences. She will provide tips on how workplace and colleagues, including by working with the norms of gender and sexuality, can play a positive role into support the abused gay colleagues.
Kl. 13:00 to 13:30: Lunch

Kl. 13:30 to 14:00:
The Chief Executive of male shelter "place", Carsten Nicolaysen, the last few years struggled to get funding to make a shelter for bi- and homosexual men. He tells how abused bisexual and gay men and trans people do not feel comfortable at the existing shelter offers and the need for new shelter for bi- and homosexuals men. He will also make suggestions on how colleagues can make the workplace a safer spaces for abused bisexual and gay men and transgender people.

Kl. 14:10 to 14:40:
Sara Gjermandsen candidate in English with a minor in gender and minority studies, the examples from media and popular TV series tell about the phenomenon of "rape culture" and how it is with to normalize sexual violence against women in particular close relationships, and how, as workplace can relate to rape culture and work not to contribute to it.

Kl. 14:40 to 15:10:
FIU Equality network share their work with violence prevention through workplace action.

Kl. 15:10 to 15:30:
Distribution of the annual cost for one representative who has made an effort at work to prevent violence in intimate relationships. By Jane Korczak, Vice President of 3F.

Kl. 15:30:
Goodbye and see you / Susanne Fast Jensen.

Audience:
Employee representatives, employees and directors of shelters, language teachers, HR-employees and other interested parties.

Time and place:
Tuesday, November 25 at. 10:30 to 15:30.
3F, Kampmannsgade 4, 1790 Copenhagen V.
Registration: FIU No.: 5207 14 00 06
Are you a member of a LO federal registration through FIU by searching in your local Department / union. Participants from the Federal outside LO are also welcome.
Registration must then be made by mail to Pia Haandbæk mail: pih@danskmetal.dk
Price:
Free of charge.
Project manager:
Susanne Fast Jensen, 3F.

Questions can be mailed to: Susanne.fast.jensen@3f.dk
Appendix 3: Criteria for the award of prize to trust elected, who make an effort to prevent domestic violence. 2013.

There are many, different, big or small thing a workplace / company can do to prevent or remedy domestic violence, gender violence, violence in close relationships or whatever it is called. We know that especially women who are victims of domestic violence and we know that violence in the home increases the probability of: being marginalized from the labor market, sick leave and active democratic participation in social life and work.

FIU Equality thinks that the workplace is a good place to abolish taboos and work with prevention. Based on the last years’ experience we have defined 10 forms of action that a workplace can be proactive in this area. All policy options can be done by the shop steward / trade union representative:

1. The workplace must have a written and adopted Human Resource policy that includes the company's attitude and action towards domestic violence.
2. The workplace has an employee manual where the topic is included.
3. The workplace guides the women / employees exposed to domestic violence to counseling, shelter or other assistance.
4. The workplace or the union representative ensures that knowledge about violence - and knowledge of where to seek help - is available and easily obtainable for employees. The may be on the intranet, at the after-work meetings, on bulletin boards, in toilets or other.
5. The company has integrated "domestic violence" as part of the company social responsibility.
6. Work as “domestic violence” as part of MUS (annual employee development evaluation) and / or APV (annual health and safety evaluation).
7. The company or the local union puts "domestic violence" as a perspective in activities, staff meetings, movies, etc. Activities that get employees to reflect on the violence.
8. The company accept violence as contained in the sick leave policy, it will e.g. say that women subjected to violence can get time off to deal with the issues related to the violence.
9. The company robes key personnel to cope with violence prevention on a professional level, i.e. that allows the shop steward / managers to be equipped to handle "the difficult conversation ".
10. The company actively supports the process from "problem finding" to "action and follow-up ".

(The decision on the receivers of the award are taken in a "jury" of equality responsible from the trade union movement).

Questions may be directed by email to susanne.fast.jensen@3f.dk

FIU Equality
summer 2013.
Appendix 4: Nomination Form, 2013

Award to a union representative who has made an effort in the area of Domestic violence.

FIU Equality annual conference on combatting domestic violence at the workplace Monday, November 25,

The elected representatives who is awarded the prize, must efficiently have contributed to one or more of the following 10 actions, or other actions, (motivational description is required) to prevent domestic violence.

1. Contributed to the workplace has a written Human Resource policy that includes the company's attitude and action towards domestic violence.
2. Contributed to the workplace has an employee manual where the topic is included.
3. Contributed to work where women / employees exposed to domestic violence can get counseling, shelter or other assistance.
4. Contributed to provide knowledge about violence - and where to get help. It may be on the intranet, by after-work meetings, on bulletin boards, in restrooms or otherwise.
5. Contributed to the workplace has integrated "domestic violence" as part of corporate social responsibility.
6. Contributed to "domestic violence" is part of MUS and / or APV.
7. Contributed to "domestic violence" is a perspective in activities such as staff meetings, movies, etc. Activities that cause people to reflect on the violence.
8. Contributed to violence contained in sick leave policy that e.g. says that women subjected to violence can get time off
9. Contributed to prepare key people (managers etc.) at work to cope with violence prevention professionally.
10. Have worked actively to support the process from "finding" to "action and follow-up".

The undersigned recommends:
Xxx xxx