

Sexual Harassment Policy

1. Purpose

In Tana Copenhagen we won't tolerate sexual harassment in any shape or form. Our culture is based on mutual respect and collaboration. Sexual harassment is a serious violation of those principles. Our sexual harassment policy aims to protect all employees in Tana Copenhagen from unwanted sexual advances and give them guidelines to report incidents.

2. Scope

This policy applies to every person in Tana Copenhagen regardless of gender, sexual orientation, level, function, seniority, status or other protected characteristics. We are all obliged to comply with this policy.

We won't tolerate sexual harassment from inside or outside of the company. Employees, external sub-contractors and clients, everyone interacting with our company are covered by the present policy.

3. Definition

Sexual harassment has many forms of variable seriousness. A person may sexually harass someone when they:

- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Invade another person's personal space (e.g. inappropriate touching.)
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Send or display sexually explicit objects or messages.
- Insinuate, propose or demand sexual favors of any kind.

4. How to handle sexual harassment

An employee should never hesitate to express if his/her limits are exceeded. If an employee experience sexual harassment, he/she must clearly communicate that he/she is uncomfortable with the situation, and then report the event to the management team.

It must always be clearly respected if an employee communicate that an act is harassing, even if the accused finds the action innocent.

3.1 If you witness sexual harassment

If an employee is witnessing harassment, it is first and foremost important not to contribute any further to the harassment, for example by laughing. Next, it is the duty of the witness to take a stand against the situation, for example by referring to this policy.

It is advised to talk to the person who is being harassed to clarify if his/her limits have been exceeded. If this is the case, one should help and support his/her colleague to contact the management so that action can be initiated immediately.

4. The procedure

In the event of a complaint / prosecution, as described in this policy, the management will arrange to intervene.

The management team will:

- Initiate a dialogue with the employee who has filed the complaint for a detailed description of the event, including who, when and where the harassment occurred
- Initiate a dialogue with the employee/external who is accused, in order to determine whether he / she has the same view on the case
- In some cases it will be necessary to convene possible witnesses to determine whether sexual harassment has taken place.

The management will make sure to consider both descriptions of the situation and process the complaint as quickly as possible, while keeping in mind that all parties involved are entitled to a fair treatment.

Management will of course display the necessary discretion and protection of the dignity and privacy of the involved.

There will not be disclosed any information about the matter to unauthorized persons.

Depending on the severity of the event, and the level of supporting documentation, the management selects whether to impose employment law sanctions, relocations, and possibly psychological treatment if needed.