



# Harassment and Victimization Policy

Effective: 4 November, 2020  
Version: 1.0

## SCOPE

This policy applies to all employees in Camurus

## RISK AWARENESS

This policy has been prepared to safeguard the work environment and to standardize the approach to harassment and victimization across the company.

## POLICY

The aim is to ensure a safe and healthy work environment. Camurus does not tolerate any form of harassment or victimization of any employee. This is why Camurus' approach to harassment and victimization is integrated in the management of the work environment and includes all permanent and temporary employees as well as trainees and consultants.

Camurus define harassment as behavior which ridicule and/or belittle an employee related to

- sex
- transgender identity or expression
- ethnicity
- religion or other belief
- disability
- sexual orientation
- age

Camurus define victimization as recurring reprehensible and negative actions aimed at a specific employee and which in a victimizing way puts the employee outside of the workplace community. Examples of victimization are

- intentional withholding of work-related information or conveying erroneous work-related information
- intentional freeze-outs and marginalizing behavior
- slander or defamation of an employee or his/her family

We have a shared responsibility to prevent harassment and victimization by showing respect for all. Managers as well as employees can be exposed to harassment and victimization as well as expose someone else. As an employer Camurus must investigate the circumstances and take appropriate action on any form of harassment and victimization.

All people react differently, and it is always the individual who is exposed who defines if an incident is perceived as unacceptable. Any employee who points out behavior as undesirable and/or unacceptable should be respected.

Temporary divergences of opinions, conflicts and problems with collaborative relationships that are not aimed at hurting or offending anyone, are normal and recurring phenomenon of working life and are consequently not considered victimization or harassment.

Camurus strive to prevent and counteract all forms of harassment and victimization and take signals hereof very seriously. Regular employee appraisal dialogues, 1-1s between manager and employee and team meetings, as well as training and supporting managers with conflict management, difficult conversations and teamwork, can help discover early signs of harassment and victimization. It is vital that that we all contribute to an open and mutual communication in the organization.

Our policy proceeds from the basis that everyone, manager and employee alike, is to receive support in case of any harassment or victimization. To be able to act at an early stage it is required that all employees, and in particular all managers, know what to do (see Employee Handbook) to ensure timely support to any employee exposed to harassment or victimization.

We all have a responsibility for our work environment. If you suspect that a colleague is being exposed to harassment and victimization it is always justified to act.

## **POLICY COMPLIANCE**

Failure to comply with this policy may result in an employee being sent home by their manager and may also result in legal consequences for the employee. A police report will be made for any criminal activity.