

## **HARRASSMENT AND BULLYING – HOOKED APS**

### **1. Who does the Policy apply to?**

1.1. This Policy applies to all employees at Hooked ApS.

1.2. Overall responsibility for the effective implementation and operation of the policy lies with Hooked's boards of directors, HQ team, HR team – and Head Chefs / Restaurant Managers. Hooked expects all managers to lead by example. And furthermore – everyone who works in- and with Hooked are responsible for ensuring that this policy works to prevent the activities that it prohibits from taking place within Hooked's restaurants and other aspects of the business.

### **2. Objective and purpose**

2.1. Hooked is committed to maintaining a workplace free from harassment and bullying. All kind of harassment will be considered as discrimination.

2.2. Both Managers and Staff at Hooked works against hidden structures in the workplace, which might contribute to Harassment and/or create a possibility for harassing actions to take place. All staff at Hooked are each and each responsible for not letting guests or colleagues feel any kind of derogatory treatment.

2.3. Harassment is unacceptable and is a violation of Hooked's policies. Harassers may also be individually subject to liability. Employees of every level who engage in harassment, including managers and senior management, or who allow such behaviour to continue, will be penalized for such misconduct. Any employee or individual covered by this policy who engages in harassment will be subject to remedial and/or disciplinary action (e.g. counselling, suspension, termination).

2.4. Hooked consider harassment to be defined by harassing based on (but not limited to):

- Sexual orientation
- Gender identity, reassignment or expression
- Nationality
- Ethnic background
- Religion
- Age
- Disability

2.5. Any employee who experiences harassment is encouraged to report this to ensure any violation of this policy can be handled promptly. Any harassing conduct, including a single incident, can be addressed under this policy.

### **3. Examples of harassment**

3.1. All kind of harassment behaviour is unwelcomed at Hooked. Hooked defines harassment as any kind bullying or sexual harassment but it's not limited to only that. It's both included in active actions, but also if you see any kind of harassment and you don't take any actions. It's the employees experience about being harassed, which is the starting point.

3.2. Harassment behaviour can happen between managers and staff, but also guests, suppliers and external collaborators can be harassing.

3.3. A harassing hostile work environment includes (but not limited to) words, signs, jokes, pranks, intimidation or physical violence which are of a nature, or which are directed at an individual because of an individual's characteristic.

3.4. Harassment consists of any unwanted verbal or physical advances, explicit derogatory statements or discriminatory remarks made by someone, which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

3.5. Harassment occurs when a person in authority tries to trade job benefits for favours. This can include hiring, promoting, continued employment or any other terms, conditions or privileges of employment.

3.6. The following describes some of the types of acts that may be harassment and that Hooked does not tolerate at all:

3.6.1. Physical acts of a sexual nature, such as:

3.6.1.1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body against his/hers willing

3.6.1.2. Rape, sexual battery, molestation or attempts to commit these assaults

3.6.2. Unwanted advances or propositions, such as:

3.6.2.1. Requests for favours accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments

3.6.2.2. Subtle or obvious pressure for unwelcome sexual activities

3.6.3. Stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not comfort to other people's ideas or perceptions about how individuals of a particular individual should act or look.

3.6.4. Hostile actions taken against an individual because of that individual's characteristic as described in section 2.4, such as:

3.6.4.1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job

3.6.4.2. Sabotaging an individual's work

3.6.4.3. Bullying, yelling or name-calling

#### **4. Report, Complaints, Concerns and Feedback**

4.1. Hooked cannot prevent or remedy harassment unless it knows about it. Any employee who has been subjected to behaviour that may constitute harassment is encouraged to report such behaviour to a manager or the Administration & HR Manager ([sarah@gethooked.dk](mailto:sarah@gethooked.dk))

4.2. All managers who receive a complaint or information about suspected harassment, observe what may be harassing behaviour or for any reason suspect that harassment is occurring, are required to report such suspected harassment to the Administration & HR Manager ([sarah@gethooked.dk](mailto:sarah@gethooked.dk))

4.3. Any employees raising a concern about matters covered by this policy, who does so in good faith, will have Hooked's full support and co-operations in getting to

the bottom of what has happened and any appropriate action that needs to follow on from that examination. This will be the case regardless of our conclusions and including where Hooked determine that the allegation was mistakenly made. There will never be any reprisals against an employee who genuinely have, or consider that the employee has, valid grounds to bring concerns about discrimination to Hooked's attention.

- 4.4. Complaints made in bad faith, for whatever reason (including where this is an attempt to avoid or to deflect disciplinary action), will be treated as misconduct and may lead to dismissal for gross misconduct.
- 4.5. Hooked will also take prompt disciplinary action against any employee if Hooked discover that the employee has harassed or discriminated against anyone else in breach of this policy. If Hooked conclude that an employee's behaviour amounts to gross misconduct, Hooked will be within our rights to dismiss the employee without notice and with no payment in lieu of that notice.
- 4.6. Hooked always welcome feedback on how Hooked can best promote and ensure a healthy work environment free of harassment throughout Hooked. An employee is asked to inform the employee's manager or the HR Manager if the employees have any ideas or would like to be involved in any of Hooked's existing initiatives. The Administration & HR Manager can always be contacted about this regard at [sarah@gethooked.dk](mailto:sarah@gethooked.dk) with subject field: Hooked harassment and Bullying Policy Feedback.