



### RESPONSIBLE PERSONS

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## CODE OF CONDUCT FOR KATRINA CULTURAL ASSOCIATION



## A SAFE AND PLEASANT WORK ENVIRONMENT

Katrina Cultural Association does not accept harassment or inappropriate behaviour in its activities.

If you experience or see inappropriate treatment in connection with the activities of Katrina Cultural Association, you must always tell one of the association's responsible persons, for example the association's chairperson, if no other person has been appointed as the contact person for a particular project.

The association's board is responsible for

ensuring that all incidents are dealt with appropriately. No one who participates in the association's activities and has experienced inappropriate behaviour should be left without help.

Inappropriate behaviour includes harassment or systematic and continual negative behaviour. In the worst case, this can damage the victim's health. Anxiety and disturbed sleep are clear signs that require immediate intervention.

Inappropriate behaviour can occur in speech, actions and attitudes.

## MISCONDUCT OR HARASSMENT IS

- To continually treat another person in a way that goes against propriety, work obligations or the law.
- To denigrate another person's characteristics, personality traits or private life.
- To socially isolate someone from the community.
- To continually criticise or unjustifiably interfere in another's work.
- To scream or wreak havoc.
- To protest by refusing to talk.
- To use derogatory names, berate someone, or speak disparagingly or mockingly about them.
- To use physical violence or threaten with violence.
- To sexually harass through insinuations or unwanted physical contact.
- To use racist or sexist comments.
- To inappropriately exercise the right to direct, the employer's right to lead and control the work.
- To discriminate against a colleague based on their person, background, or private life.

## INAPPROPRIATE BEHAVIOUR IS NOT

- To use the employer's right to direct when there is a legal and valid reason.
- To change a decision or interpretation of a decision regarding work.
- To address or discuss work-related issues.
- To use appropriate and legal disciplinary measures at work, such as warnings.
- To refer an employee to healthcare services.

## IF YOU EXPERIENCE INAPPROPRIATE TREATMENT

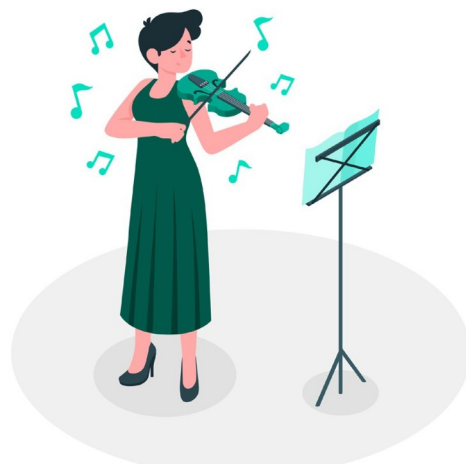
- Clearly express that you do not accept inappropriate behaviour and ask the person to stop the harassment. If you find it difficult to speak up in unwanted situations, use body language, such as standing up, taking a step back or raising your hands in the air in front of you.
- Write down the time and place of unwanted incidents, describe the sequence of events, and the people present.
- If the inappropriate behaviour continues, first contact a designated responsible person, if available, or the chairperson.

A one-off instance or sporadic instances of inappropriate speech are not considered harassment under the Occupational Safety and Health Act. However, if a person feels hurt, it is good to handle the matter in the same way as if it had been repeated incidents.

If it concerns sexual harassment, even the first time is one time too many.

## IF YOU SEE INAPPROPRIATE TREATMENT

- contact a designated responsible person or the chairperson.



## THE MANAGER'S RESPONSIBILITY

A manager must take the following actions immediately after becoming aware of an incident:

- Review the sequence of events and discuss separately with both parties involved.
- If necessary, summon both parties for a joint discussion.
- If necessary, also summon other involved parties to the discussion.
- Document all discussions.
- Agree with the parties on measures to prevent harassment in the future.
- If necessary, reprimand the perpetrator, give them a warning, or, as a last resort, remove the person from their position, provided there is a legal basis.
- Follow up on the situation. Then, state that the case is closed or take further action.

Cultural Association Katrina is known for its friendliness. We greet everyone we meet, we are friendly and helpful, and we warmly welcome new colleagues and all guests.

We listen to each other and care about each other. Everyone is responsible for their own behaviour and can thus expect good treatment from others.

We follow the **Principles for a safe workplace**. These guarantee that both our personnel and our audiences are in an environment free from harassment, discrimination, racism and violence.



## PRINCIPLES FOR A SAFE WORKPLACE

Cultural Association Katrina has the following values:

- Equality
- Gender equality
- Dialogue
- Artistry

## Principles

- Cultural Association Katrina does not accept discrimination, racism, harassment, or physical or psychological violence.
- We are all responsible for the safety of our environment, and we can influence it through our actions. An encouraging and safe environment is important for everyone.
- We all have assumptions and prejudices about other people. We are aware of our assumptions and take into account that all people are different.
- We respect all people equally and without discrimination.
- If you experience or notice an uncomfortable situation, please report it to either a designated responsible person or to the chair of the board. Contact information is provided on the last page of this brochure.
- We aim to make all spaces as accessible as possible.
- We aim to offer geographically, socially and economically accessible activities.
- We aim to use understandable language in our communication. Our social media is accessible to all.
- We ask everyone for permission for photography and other documentation during our performances.
- We are committed to following these principles and are prepared to update them as needed.