

A) Code of conduct: Interaction in the workplace

At the Niels Bohr Institute, we aim to create a strong collegial atmosphere based on the following four pillars¹

Scientific Integrity – We strive to ensure high integrity in the way we conduct, manage, and communicate our research to students and the outside world.

Respectful interaction – We respect the fact that people have different views and opinions, and we show respect for the differences we each bring to the work environment.

An inclusive and open partnership – We strive to create a working environment where everyone feels welcome, and can feel comfortable and safe.

Diversity and inclusion – We want to be a community where there is room for diversity in the broadest sense of the word.

It is our wish that we meet each other according to these regulations internally in the sections, between and across the institute and with the students, and when we collaborate with people in the outside world.

Showing mutual respect is demonstrated by how we interact socially, how we decorate our physical work environment, and how we present ourselves.

We do not accept any kind of offensive actions, including bullying and sexual harassment. We do not accept unethical behavior or negative discrimination based on age, race, disability, cultural background, sex, gender identity, sexuality, political beliefs, or anything else.

If we experience something that we ourselves find offensive or troublesome, we respond openly. If we witness behaviour that we find inappropriate, we speak up so as to allow us all to maintain a good working environment. For more information, the action plan on bullying and harassment is found below.

At the University of Copenhagen, acts and statements that serve a legitimate academic purpose – research or education wise – are protected by academic freedom.² This means that, in research and education, any question may be asked, and there must be freedom to seek answers to them. It is a crucial value for the University of Copenhagen to encourage open and critical academic discussion.

Academic freedom does not exempt employees and students from behaving civilized and maintaining a positive tone – not even in the event of disagreement.

¹ Strongly inspired by the KCIP Community values (Kavli Institute, University of Chicago)

² The University Act, statutes for the University of Copenhagen, code of conduct for good scientific practice at the University of Copenhagen

With inspiration from CERN's Code of Conduct³ we live the values in this document as contributors to the Niels Bohr Institute and the University of Copenhagen in the following ways. We:

- Exercise our authority responsibly
- Demonstrate fairness and impartiality
- Ensure that we credit others for their contribution
- Safeguard confidential information, documents or data, and ensure that such material in our possession is properly protected
- Respect the privacy of others and protect personal information given to us in confidence
- Protect the reputation of NBI and our colleagues in communications with internal and external parties
- Familiarize ourselves with all applicable rules and regulations and promote and maintain a safe and healthy environment, following relevant safety rules
- Ensure that the human, material and financial resources entrusted to us are used optimally and ethically
- Maintain a professional environment characterized by good working relations and an atmosphere of tolerance and mutual respect
- Provide advice and guidance to colleagues, where appropriate, and exercise adequate supervision and control over tasks that we delegate
- Address conflict proactively and impartially
- Abstain from and actively discourage all forms of harassment as well as verbal, non-verbal, written or physical abuse
- Respect and value differences
- Promote inclusiveness in the workplace in terms of both personal characteristics and professional abilities
- Treat others with tact, courtesy, and respect
- Refrain from unpleasant or disparaging remarks or actions, in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, work status, disability, or family situation

³ [CERN Code of Conduct](#)

B) What do we do to prevent and handle bullying and harassment at NBI

This is a plan to help prevent offensive actions at the Niels Bohr Institute (NBI). If, however, there is a case of offensive behavior, the action plan describes what to do and whom you can go to. The action plan complies with [the U CPH personnel policy guidelines for the prevention and handling of offensive actions, including bullying and sexual harassment](#).

1. The management's responsibility and tasks

The management of the institute, in collaboration with staff and students, is committed to promoting a culture that is based on inclusion and respect, and encourages open and critical academic discussion. The heads of department and administration ensure that the department discusses how best to prevent and handle offensive actions in connection with the annual occupational health and safety discussion, at meetings of the Collaboration Committee and the Occupational Health and Safety Committee, in the management team and the Institute Leadership Team (ILT.)

The management (responsible: Head of department and Head of Administration) handles all enquiries seriously and promptly. The management has a duty to intervene if it becomes aware that offensive behavior has occurred.

In collaboration with the trade union representatives and occupational health and safety representatives, the management will contribute to ensuring that the action plan is visible and followed at the department. The Collaboration Committee and the Occupational Health and Safety Committee both have concrete tasks and responsibilities in relation to the psychological working environment. They will, if and when necessary, discuss if any offensive actions have occurred, and whether the action plan works as intended once any cases have been handled.

2) Definition of bullying and harassment.

In the University personnel policy "Guidelines for the handling of offensive behavior such as bullying and sexual harassment", offensive behavior is defined as follows:

The University of Copenhagen is based on the Danish working Environment Authority's definition of offensive actions, and in connection with the work, it must be ensured that the work does not entail a risk of physical or mental health deterioration as a result of offensive actions, including bullying and sexual harassment. Whether the offensive actions entail a risk of physical or mental health deterioration depends on the gravity, duration and frequency of the actions.

An action *may* be defined as "offensive" when one or more persons *roughly* or *repeatedly* expose other people to behavior, which is perceived as degrading. Conversely, this also means that there may be situations where a person has felt harassed, but where the management concludes that harassment has not taken place.

"Offensive actions" is a collective term for bullying, sexual harassment, and other ways in which harassment may occur.⁴

Offensive behavior such as bullying includes, for example, hurtful remarks, being scolded or ridiculed, slander, unfair removal of responsibility for tasks or unfair denigration of students' or employees'

⁴ AT-supervision 4.3.1 offensive actions, including bullying and sexual harassment. February 2019

performance or skills. It can also be sexual harassment in the form of unwanted touching, unwanted requests for sexual contact, obscene jokes and comments. Denigration on the grounds of race, skin colour, religion or faith, political views, sexual orientation, gender, age, disability or national, social or ethnic origin can also be offensive. The examples do not constitute an exhaustive list.⁵

Where there are power relations at stake, you should be particularly vigilant, e.g. between the supervisor/student or manager/employee.

3) Who to contact

You can contact one of the following people (the order is not prioritized):

Function	Name	Telephone	E-mail
Head of department	Jan W Thomsen	51680410	jw@nbi.ku.dk
Head of administration	Rasmus B Rydahl	30589961	rydahl@nbi.ku.dk
Union representative (TR) for Handel og Kontor (HK)	Henriette Lerche	51298337	hlerche@nbi.ku.dk
Union representative alternate (TR-S) HK	Marianne Lund Jensen	40499037	mljensen@nbi.ku.dk
TR for Dansk Magisterforening (DM)	Bjarne Andresen	35320470	andresen@nbi.ku.dk
TR alternate for Dansk Magisterforening (DM)	Sune O Rasmussen	35320590	Sune.rasmussen@nbi.ku.dk
TR for Ingeniørforeningen i Danmark (IDA)	Jannis Bouchikas	28750452	jannis@nbi.ku.dk
TR for Teknisk Landsforbund (TL)	Thomas M Hedegaard	40477223	tmhede@nbi.ku.dk
Work environment manager, technical manager	Claus B Sørensen	28750449	cbs@nbi.ku.dk
Team leader, Department secretariat	Grith Walløe	35325212	gwalloe@nbi.ku.dk
Coordinator DAWN	Guarn Nissen	93509190	Guarn.nissen@nbi.ku.dk
Institute PhD coordinators	Find them here		
Head of studies for the Climate Change Education	Anders Svensson	35320616	as@nbi.ku.dk

⁵ Sexual harassment, discrimination, etc. are also regulated by Danish and international legislation, for example in the Criminal Code, the Working Environment Act, the Gender Equality Act, the Non-Discrimination Act, the Act on Ethnic Equal Treatment and the ILO Convention no. 111 concerning discrimination in respect of employment and occupation.

If the case is about the head of department, the Dean can be contacted via SCIENCE HR Head of personnel law, Henriette Lieblein, hel@science.ku.dk tel.: + 45 21 15 27 97

The department's employees can expect the contact persons to show empathy, listen, and take matters seriously, and they can help to assess and advise on what the right thing is to do in the specific situation. Please note that *managers on the list may be obliged by law to act in cases of particularly serious offensive actions* and cannot guarantee anonymity: whether the manager is obliged to act depends on the grade of the offence. The manager is aware that there may be several parties in the case who are all entitled to be treated with consideration and respect.

If you contact a Union Representative (TR) or an Occupational Health and Safety Representative, this is always in confidentiality and you are entitled to anonymity. If you are a member of a trade union, you can also call your union – they offer support and help.

All employees, regardless of whether they are members of a trade union, are entitled to contact a union representative of their choice, and everyone is entitled to help in cases of harassment.

Employees can also contact the university's [psychological counselling](#) anonymously.

Students can contact [the Student counselling service](#).

4) Information and training of department staff

The collaboration Committee (LSU) and the Occupational Health and Safety Committee (LAMU) at the Niels Bohr Institute regularly take up the subject of offensive actions for joint discussion. [The institute's "New Employee" handbook](#) features a link to the action plan.

This document is permanently placed on the front page of the [Institute's intranet](#).

In connection with the adoption of the plan, it is presented at a general meeting, and the presentation is linked to action plans based on the institute's work place assessment (APV.) The management assesses, together with the Collaboration Committee and the Occupational Health Committee, when and how often thereafter all employees are informed about the action plan at a general meeting.

The plan is revisited, discussed, revised and presented as a minimum, when the department reviews the APV, as a follow-up on this.

In connection with the adoption of this plan, University HR and the Occupational Health and Safety organization are involved in a brief training course of the contact persons.

5. Actions and possible solutions

Each case is unique and calls for its own solutions. A typical course of action could be: Union representative is consulted. Manager is involved. The case is assessed with the involvement of all parties. Depending on the outcome of the assessment and gravity of the matter, the case may be terminated, a process of dialogue and mediation may be initiated between the parties, or, in severe cases, sanctions may be imposed on the person conducting the harassment. In such cases, one can always bring a person of choice to the meetings – and this goes for both parties, the offended party as well as the one accused of offending others.

Tools for the handling bullying and harassment:

For all: [University Digital toolbox on bullying and harassment](#)

For managers: [Material on how to support the good working environment and prevent violations](#) (Danish only).

6. Evaluation and revision of the action plan

The plan is evaluated regularly.

In the evaluation, emphasis must be placed on the following topics:

- Does the plan work as intended or is there a need for adjustments?
- Is the prevention plan sufficient?
- Have there been any organizational changes which call for revision of the plan?
- Is there a need to make the plan more visible to employees?
- Is there a need for other actions to ensure that the plan is followed?
- Is there a need for, e.g. skills development for employees, managers, union representatives, and occupational health and safety representatives?

7. Valid from

The plan comes into force on 1 July 2020

Dato

Dato

Dato

Jan W Thomsen

Bjarne Andresen

Henriette Lerche

Formand i SU

Næstformand i SU

Næstformand i LAMU