



MARINE  
CONTRACTORS

### 3. HARASSMENT

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At HMC, we endorse internal and external rules that safeguard a responsible way of working. As an HMC employee, you also carry this responsibility. You are therefore expected to act in line with our policies and applicable laws.

### What is harassment?

Harassment is a form of discrimination and has the purpose or effect of violating the dignity of a person. It generates an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment includes any inappropriate and unwelcome behavior which, whether intentionally or not, creates feelings of unease, embarrassment or discomfort for the recipient.

Therefore, the effects of harassment do not end when you leave the office. Being a victim of harassment can cause physical and psychological health problems.

Harassed employees cannot perform their jobs to the best of their ability. They might have trouble making decisions, are unable to concentrate, experience a loss of self-esteem and have lower productivity. They lose motivation and are preoccupied with the handling of their harassment issue rather than their work.

HMC strictly prohibits harassment of any kind and in any form. We believe that greater things can happen at HMC when everyone treats each other with respect and collaborates to the best of their ability. It is essential that you take part in this.

## EXAMPLES

### Examples of harassment

- A colleague spreads malicious rumors about another group of colleagues regarding their religion and cultural customs.
- A business relationship makes inappropriate comments about your body.
- You repeatedly call someone by a demeaning nickname that makes him/her feel humiliated.
- A colleague sends you text messages with abusive and threatening words and you often receive personally intrusive telephone calls.
- One of your colleagues frequently posts insulting comments about you on social networks.
- You are being stalked by a job applicant.
- You regularly make inappropriate homophobic jokes and remarks about another colleague.
- A colleague constantly questions you about your personal life. He/she poses intrusive questions about your marital status and sexual interests.
- Your manager suggests that granting him/her sexual favors may further your career, and even that *not* offering them may negatively affect your career.
- You and a group of colleagues regularly bully another colleague and make rude gestures towards him.



## HARASSMENT

# KEY TAKEAWAYS

- Treat each other with respect and provide a safe, pleasant and healthy work environment.
- Be aware that every person has different boundaries. We have to decide for ourselves if someone's behavior comes across as offensive and affects our performance.
- You can raise a complaint at any time. Both you and the so-called violator will be given the opportunity to express your views in a transparent manner.
- Watch over your colleagues if their behavior has drastically changed and you notice that they feel nervous at the office.
- Participate in training about harassment as determined by the Ethics & compliance department and understand the risks we face at work.
- Please note that failure to comply with this policy can be reason for disciplinary action.

## What does this mean for third parties?

At HMC, we want to make sure third parties are reputable, capable and commercially reliable companies. Therefore:

- We expect all our business partners to act in line with our anti-harassment policy and applicable laws.
- We evaluate risks of actual and potential harassment impacts in our operations and supply chain, and we conduct periodic risk assessments.
- If we feel it is necessary, we end our relationship with any third party or supplier who fails to comply with this policy.

## Do you have any questions about this topic?

We encourage you to contact the Ethics & Compliance department. The contact details can be found on the Ethics & Compliance intranet site.

## Speak up!

A transparent way of working is vital for fighting harassment. If you are being harassed or suspect misconduct, please take a look at the Reporting Policy to see what you can do.