

GOOD CONDUCT GUIDELINES for the Danish Games Industry

November 2019

The Danish Games Industry Good Conduct Guidelines reflects the principles that define how we treat each other, keep our workspaces safe and healthy, and provide equal opportunities in the Danish Games Industry.

These guidelines have been created as a tool and reference for both individuals and businesses, to help protect the personal integrity of the people in the Danish Games Industry, and secure a safe, diverse and inclusive culture, based on mutual respect.

The guidelines can be used as needed across the Danish Games Industry as an appendix to the employee handbook, as a tool for starting a work environment discussion in a workplace, or as an industry reference.

FOR ALL

In accordance with these guidelines, all people employed in the Danish Games Industry should be expected to:

- ✓ Treat each other with respect, dignity and fairness.
- ✓ Create and enforce safe, clean and welcoming workplaces, where we can do our best work.
- ✓ Protect employees in the Danish Games Industry from excessive and/or systemic crunch and overtime.
- ✓ Live up to the requirements and intentions of Danish legislation to create healthy working environments in the industry.
- ✓ Condemn violence in any shape or form.
- ✓ Have zero tolerance for discrimination based on characteristics such as age, gender, race, ethnic background, sexual orientation, gender identity, national origin, or religious beliefs.
- ✓ Work to eliminate all sorts of harassment in any shape or form. Harassment does not require intent to offend. Inappropriate conduct meant as a joke, a prank or even a compliment can lead to or contribute to harassment.
- ✓ React to, and take action against, abusive behaviour both individually and collectively.
- ✓ Take responsibility and be aware of how your own actions and dispositions affect others.

FOR MANAGERS

As a manager of other employees, you have a special responsibility to act in accordance with the Good Conduct Guidelines for the Danish Games Industry.

In addition to the points above, a manager should be expected to:

- ✓ Act as a role model, demonstrating ethical behaviour in the performance of your duties.
- ✓ Be pro-active and take preventive measures in order to keep the work environment safe and healthy.
- ✓ Create an environment where employees are comfortable speaking up without fear of retaliation.
- ✓ Take seriously any concern raised by an employee that could constitute a non-adherence to the Guidelines and take time to consider if the issue should be escalated. If so, escalate the matter as soon as possible.
- ✓ Recognize and reward ethical behaviour.

SOMETHING HAPPENED – WHAT DO I DO?

If you have an experience at your workplace that makes you feel unsafe, you should:

- ✓ Inform your manager or other employer representatives, HR managers or occupational health and safety representatives.
- ✓ Demand responsibility. According to Danish law, the employer is obligated to investigate every unsafe work environment case.
- ✓ Ask for preventive measures described in a company policy or an employee handbook.
- ✓ If you don't want to discuss the matter within the company or need extra support, it is also possible to directly contact your occupational health care insurance provider, your union, or your physician. Furthermore, any employee can at all times contact The Danish Working Environment Authority and raise a complaint against their employer.

By acting in accordance with these Good Conduct Guidelines, we can all help the Danish Games Industry be the most awesome work environment in the whole World.

Let's do it together!