

DRSC CODE OF CONDUCT ON TRANSGRESSIVE BEHAVIOUR

The code of conduct applies everyone involved in organizing, delivering and/or participating in DRSC's activities: those who have a direct (employment) relationship with our organisation/company – employees, freelancers/sole traders, course participants, interns or volunteers – and third parties. The term *third parties* is defined as all other people who form part of the working environment at any given time, such as secondees from another company or people working through a temp agency or payroll organisation.

DRSC aims to provide a safe and healthy living, working and studying environment, characterised by a positive atmosphere and open communication between everyone involved.

Everyone involved in DRSC's activities is expected to come to do so well prepared, to be on time, to focus and concentrate on their tasks, and to take personal responsibility for performing their work and or activities with due care and attention. Obviously, no alcohol and no drugs may be used during working hours.

The guiding principle for our mutual communication is to treat others as you would like to be treated. At DRSC, people accept and respect each other, work together as colleagues and are open to each other's input. They show respect for one another's beliefs, social position, ethnicity, sexual identity and appearance. This respect also applies to each other's property. If something is bothering you, discuss it with the person concerned. Talk to each other, not about each other. Avoid gossip. Bullying in the workplace and all forms of transgressive behaviour are unacceptable.

Regulations on dealing with inappropriate behaviour

What constitutes inappropriate behaviour?

By *inappropriate behaviour* we mean behaviour – irrespective of whether or not there is a hierarchical difference in function or position between the persons involved – which leads to work-related psychosocial stress (with the exception of workload) as defined by Section 3, paragraph 2, of the Working Conditions Act, insofar as it concerns:

1. harassment within the meaning of Section 1a, paragraph 2, of the Equal Treatment (Men and Women) Act (persons without distinction on the basis of gender or sexual preference) and Section 7:646, paragraph 7, of the Dutch Civil Code, i.e. conduct in relation to a person's gender that has the purpose or effect of violating a person's dignity and creating a threatening, hostile, insulting, humiliating or offensive environment;
2. sexual harassment within the meaning of Section 1a, paragraph 3, of the Equal Treatment (Men and Women) Act (persons without distinction on the basis of gender or sexual preference) and Section 7:646, paragraph 8, of the Dutch Civil Code, i.e. any form of verbal, non-verbal or physical behaviour with a sexual connotation that has the purpose or effect of violating a person's dignity, especially when said conduct creates a threatening, hostile, insulting, humiliating or offensive environment. Examples of sexual harassment include making comments with a sexual undertone, dirty jokes, bragging about sexual prowess, unnecessary physical contact or blocking someone's path, sexual advances or innuendo in written form, displaying offensive images in the workplace, sexual assault and rape;
3. bullying, i.e. all forms of consistently intimidating behaviour by one or more employees (colleagues, managers) directed against an employee or group of employees who cannot defend themselves against this behaviour;

4. aggression and use of force, i.e. incidents in which an employee is psychologically or physically harassed, threatened or attacked under circumstances directly related to the performance of work;
5. discrimination, i.e. statements, actions or decisions that are offensive or humiliating due to distinctions based on physical or mental disability, race or appearance, background, religious or personal beliefs, political affiliation, age, marital status, chronic illness, gender or sexual orientation.

Role of the organisation

Through these regulations, we aim to pursue an active policy aimed at combating inappropriate behaviour in the workplace or study place environment. First and foremost, this means that we ourselves refrain from behaviour that could be construed as inappropriate. In addition, we will open problems up to discussion, hold perpetrators or potential perpetrators accountable for their behaviour and ensure proper care for victims. Where appropriate, our organisation/company will take suitable measures or impose sanctions on anyone who has been guilty of inappropriate behaviour.

Expectations of people in the workplace or study place environment

We expect both employees, course participants, volunteers and third parties to behave in a manner that befits a good colleague or course participant, to be respectful in their dealings with everyone in the workplace or study place environment and to avoid inappropriate behaviour, regardless of whether hierarchical differences exist between themselves and others in terms of function or position. In addition, we expect everyone in the workplace or study place environment to be alert to inappropriate behaviour between others in the workplace or study place environment.

Inappropriate behaviour can be reported by anyone in the workplace or study place environment. Whether you are a victim of or a witness to inappropriate behaviour in the workplace or study place environment, we strongly advise you to take action in accordance with the guidelines below.

Addressing inappropriate behaviour

If anyone experiences or observes inappropriate behaviour, particularly but not only if they are a victim of that behaviour themselves, we advise them to start by raising this issue directly with the person(s) involved, preferably as soon as possible. If they do not feel able to do so or if a previous discussion with the person(s) involved has not had the desired result, we recommend raising the matter with the director of Stichting DRSC or one of the Board members. If warranted by the seriousness of the matter – for example if the law has been broken and there is no confidence in the organisation's response to the complaint – the matter can be reported to the appropriate authorities.