

Based on Article 47 of the Labor Relations Act (ZDR-1, UL RS, No. 21/13) and in accordance with the provisions of the Occupational Safety and Health Act (ZVZD-1, UL RS, No. 43/11), the director SLKI d.o.o. accepted next

RULES AGAINST HARASSMENT IN THE WORKPLACE

Article 1

Basic concepts

Harassment at the workplace (mobbing) is any repeated or systematic and long-term reprehensible or clearly negative, inhumane, unethical, offensive verbal or non-verbal act of one or more persons at the workplace or in connection with work in any direction, directed against another person or to several persons with the intention of causing social exclusion and which results in endangering the psychological, physical or social health of the victim. In particular, oppression, humiliation, threats, insults and other interference with the dignity of the worker are recognized as mistreatment at the workplace.

Sexual harassment can be verbal, non-verbal and physical, or any behavior of a sexual nature with the intention of harming the dignity of a person, especially when it comes to creating an intimidating, hostile, humiliating, humiliating or insulting environment or with such an effect.

Verbal sexual harassment:

- conquest,
- sexual suggestions or coercion for sexual activity,
- repeated suggestions for hanging out and dating,
- sexually suggestive comments, observations and hints,
- obscene comments referring to a person's clothing, body or appearance,
- addressing a person with terms like 'pussy, babe, cutie, mouse, sugar, kitten' and similar,
- use of obscene expressions or gestures (e.g. whistling),
- changing business topics into sexual ones,
- stories or jokes with sexual content,
- bragging about sexual exploits,
- asking personal questions about a person's social or sexual life,
- other similar verbal behaviors or actions.

Non-verbal sexual harassment:

- (un)sending electronic messages, letters, faxes and other material with sexual content,
- showing pornographic or sexually suggestive images or texts,
- lustful looks or offensive flirting,
- sexually suggestive gestures or staring at a person's body parts,
- getting close to the person when speaking (e.g. leaning over the back of a sitting person),
- other similar non-verbal behaviors or actions.

Physical sexual harassment:

- unnecessary touching or patting,
- pinching,
- rubbing against a person's body,
- touching the individual's clothes, hair, body,
- neck, shoulder massage,
- hugging,
- kissing,
- repeated physical contact after the end of the relationship,
- sexual assault,
- forced sexual intercourse,
- other similar physical behaviors or actions.

Article 2

Definition of Harassment

Harassment is any unwanted behavior or conduct related to any personal circumstance, with the intent to harm a person's dignity or to create an intimidating, hostile, humiliating, humiliating or offensive environment, or with such effect. Personal circumstances include gender, nationality, race or ethnic origin, religion or belief, disability, age, sexual orientation and others.

The behaviors and actions that constitute harassment from the first paragraph are all those actions that are based on different social and/or organizational power in relation to the victim:

- ridicule,
- humiliation,
- intimidation,
- physical aggression,
- defamatory defamation or denigration,
- insult due to a person's personal circumstances,
- sexist jokes,
- other similar behaviors or practices.

Article 3

Definition of torture

Harassment in the workplace is any repeated or systematic, reprehensible or clearly negative and offensive conduct or behavior directed against individual workers in the workplace or in relation to work.

1. Attacks against expression and communication:

- limiting the possibility of communication by the superior,
- interrupting speech, taking the floor,
- limiting the possibility of communication by colleagues,

- shouting,
- swearing,
- constantly criticizing the work,
- harassment by phone,
- verbal threats and pressures,
- written threats,
- avoiding direct contact, dismissive gestures and looks,
- making vague comments.

2. Endangering personal social contacts:

- co-workers no longer want to talk to the harassed person,
- ignoring if the victim speaks to someone himself,
- relocation to work spaces away from colleagues,
- colleagues are prohibited from talking to the bullied,
- general ignorance towards the affected by the employees.

3. Attacks against personal reputation:

- defamation behind the back,
- spreading rumours,
- attempts to make the victim laugh,
- expressing assumptions that the victim is mentally ill,
- attempts to force a psychiatric examination,
- making fun of physical defects,
- imitating typical patterns of behavior with the aim of making someone laugh,
- making fun of a political or religious belief,
- ridicule regarding nationality,
- forcing to perform tasks that have a negative effect on self-confidence,
- work efforts are assessed incorrectly or offensively,
- doubts about the victim's business decisions,
- the victim is often cursed and insulted.

4. Attacks against the quality of the workplace:

- the harassed person no longer gets new work assignments,
- all work tasks were taken away from him with the intention of demotion,
- assigning meaningless work tasks,
- assigning tasks that offend dignity.

5. Attacks against health:

- assigning tasks harmful to health,
- threats of physical violence,
- use of mild physical violence,
- intentionally causing psychological harm to an individual at home or at work,
- sexual assaults.

6. E-mobbing:

- intentionally sending infected files with the intention of harming the addressee,
- hacking into the system without a valid reason,
- changes to input codes without explanation, or disabling access to files,
- inappropriate communication in groups of e-mail recipients,
- delegating urgent tasks via e-mail right before the end of the working day with an obvious negative intention,
- offensive communication via e-mail,
- other behaviors and actions that correspond to the definition of torture.

Article 4

Informing employees

The employer is obliged to familiarize all employees with the cited regulations and to provide all employees with such an environment in which the employee will not be exposed to any form of mistreatment at the workplace.

Every employee is obliged to familiarize himself with the provisions of the rules and to sign a statement confirming that he will respect the dignity of his colleagues and will not engage in violence, especially sexual and other harassment and ill-treatment.

Article 5

Behaviors in case of mistreatment at the workplace

General principles:

- the treatment of sexual or other harassment or abuse is aimed at stopping the violence, effective assistance to the victims and the perpetrators accepting responsibility for the violence;
- the victim is not and cannot be responsible for the violent conduct or behavior of the perpetrator;
- when investigating or considering a report of sexual or other harassment or ill-treatment, the victim and the perpetrator are not confronted;
- it must be taken into account that because of the violence committed, there is an imbalance in the psychological power between the victim and the perpetrator, and therefore procedures that would try to distribute the blame for the violence among all involved persons or treat the violence as a conflict between equals can be harmful for the victim powerful entities (for example: mediation) and/or denied the harm caused to the victim - in such a case, secondary victimization could occur;
- when dealing with a report of sexual or other harassment or ill-treatment, one does not proceed from one's own or past experiences, one does not judge according to one's own feelings and emotions, nor does one minimize or belittle the violence committed, but rather

proceeds from the individuality of each case and the individuality of the person who committed the violence experiencing;

- especially due to different organizational and/or social power, even in the case of milder forms of sexual or other harassment, victims are often unable to ask the perpetrators to stop their behavior or conduct, and therefore cannot be asked to do so;
- due to the specific dynamics and consequences of violence in torture, victims are mostly unable to ask the perpetrators to stop their behavior or conduct, and therefore cannot be expected or required to do so;
- solutions should not be imposed on victims, but their needs and decisions should be taken into account and they should be supported in finding solutions;
- no decisions are made in place of and on behalf of the victims;
- the victim must be informed about the activities that follow his report.

Duty of the employer:

- take care of the implementation of activities to protect employees against sexual and other harassment and ill-treatment;
- prevent sexual and other harassment and mistreatment at the workplace;
- they must take part in training for non-violent conflict resolution, employee management and the prevention and treatment of workplace violence, especially sexual and other harassment and abuse;
- to support anyone who submits a report due to sexual or other harassment or ill-treatment at the workplace and in connection with work;
- to ensure such conditions that reported cases of sexual and other harassment and ill-treatment are dealt with and resolved quickly, efficiently and fairly.

Article 6

The employer must designate one or more occupational safety experts among his employees to perform professional tasks related to ensuring safety at work.

Article 7

The employer designates a person responsible for protecting employees against sexual and other harassment and ill-treatment.

Article 8

Every employee must strive to help create a violence-free work environment in which the dignity and integrity of employees are protected and respected in the workplace.

Every employed person must try to the best of his ability and ability to help the victim to get out of a violent situation.



Article 9

A confidential person

The victim can choose a confidential person who accompanies him in all procedures related to violence.

A confidant can be any person chosen by the victim who accepts the role of confidant and is willing to have a trusting and supportive relationship with the victim.

The duties of a confidential person are in particular:

- provide psychosocial support and assistance to the victim;
- talk confidentially with the victim, provide her with important information and support her in finding appropriate solutions and measures during the processing of the report of sexual or other harassment and ill-treatment;
- at the request of the victim, be also present at the victim's informal action and/or formal treatment of sexual or other harassment and ill-treatment;
- to be in a confidential relationship with the victim, therefore the content of their conversations may not be discussed with third parties, nor may the information obtained in confidential conversations be mentioned in a formal hearing without the victim's consent.

Article 10

Prohibition of retaliation

Victims of sexual or other harassment or ill-treatment, as well as persons who help them to get out of a violent situation, should not be exposed to unpleasant consequences as a result of actions aimed at enforcing prohibitions of sexual or other harassment or ill-treatment.

Article 11

Informal dispute resolution

Whenever possible and when it is not a crime (e.g. sexual assault or attempted sexual assault) and sexual or other harassment occurs for the first time, victims should try to resolve the problem informally. Victims of abuse should also try, if possible, to resolve the problem informally before filing a report.

Informal resolution of cases of sexual and other harassment and ill-treatment means that the victim directly asks the harasser to stop the unwanted behavior or conduct. The victim can do this alone or together with a chosen confidant or trade union confidant. At the express request of the victim and on his behalf, a chosen confidential person, trade union representative can intervene with the perpetrator and demand that he or she stop the violent acts.

Article 12

Keeping records of wrongdoing

If possible, have the victim write down a note about the unacceptable behavior. The note should contain the date, time, perpetrator, description of the event, possible witnesses or eyewitnesses.

A record of inadmissible conduct can serve as evidence in the case of formal treatment of sexual or other harassment or ill-treatment at the workplace.

Article 13

Conflict resolution process

As a rule, an attempt is first made to informally resolve the disturbing behavior of the perpetrator, either by warning the perpetrator or by other measures that prevent the continuation of harassment and mistreatment at the workplace.

In the event that the victim himself or through his confidant cannot implement the cessation of conduct that is contrary to the provisions of this rulebook, the employer must ensure that a commission is appointed to officially take over the resolution of the conflict that arose as a result of the inadmissible conduct, taking into account the provisions of this regulation.

The committee is appointed on a case-by-case basis, taking into account an objective assessment of which members cannot be members of the committee.

A member of the commission cannot be a person who has an emotional relationship with either the victim or the perpetrator, nor the person against whom the report is filed, nor the person who is the victim of harassment.

A confidential person chosen by the victim may participate in the procedure.

The tasks of the commission are, in particular, to carry out an internal investigation, evaluate the confession of the victim and the perpetrator, and do everything to stop the harassment or abuse.

Article 14

Report harassment or abuse

Anyone who believes that they are a victim of sexual or other harassment or ill-treatment at the workplace or in connection with work has the right to file a report.

The application must be submitted in writing, in printed form, addressed to the employer's official address.

When the employer receives the application, he is obliged to immediately form a committee, taking into account the provisions of Article 14 of these regulations.

The application must contain:

- who is the alleged perpetrator or alleged perpetrator,
- a description of the violent event or events and information on when they occurred.

The application can be submitted by the victim herself, on her behalf and with the written authorization of the victim, as well as by her confidant or any other employed person.

In the case of sexual and other harassment, the report referred to in the first paragraph of this article shall be submitted as quickly as possible after the disputed event or events, but no later than within six months of the occurrence of the event.

In the case of ill-treatment, the report from the first paragraph of this article must be submitted as quickly as possible, but no later than within one year of the occurrence of the ill-treatment.

Article 15

Works and tasks of the committee

The employer is obliged to appoint a committee of at least 3 members, which will be able to objectively assess a case of harassment in the workplace. The members of the commission elect a chairman from among their members, whose task is to call and lead meetings and sign the minutes of the meeting.

After receiving the report, the commission conducts a preliminary internal investigation and calls the victim and the alleged perpetrator for an individual interview. The commission does not confront the victim and the alleged perpetrator in the talks. The commission also examines the victim's possible notes about what happened, if the victim kept them, as well as any other material evidence of violent behavior and conduct. The commission will also discuss the incident with any eyewitnesses.

The Commission formulates its position on the identified sexual or other harassment or ill-treatment in the form of a written opinion. He conveys his opinion to the victim and the perpetrator, who have the right to object to the commission's findings within 8 days.

After the received objections, the Commission re-examines the matter and tries to resolve the disputed issue with a new position, in which the reasons for the objection are taken into account.

If the committee cannot achieve a successful solution to the subject of the application through its work, it forwards all the collected documentation and minutes of the completed procedure to the employer's director. The commission can propose its own solutions to the situation, as well as measures to stop the violence and protect the victim, which the management is obliged to define immediately and inform the commission about.

Article 16

Tasks of the employer

The representative of the employer or a person authorized by him in writing must initiate appropriate procedures for imposing sanctions on the perpetrator or start implementing other measures proposed by the commission within 8 days at the latest.

Possible measures are:

- transfer of the perpetrator to another workplace,
- transfer of the victim to another workplace with his consent,
- provision of adequate psychosocial counseling at the victim's request,
- relieving the victim with all appropriate measures that prevent further harassment,

- initiation of disciplinary proceedings against the perpetrator,
- the introduction of regular or extraordinary dismissal against the offender in the event of serious violations of these regulations.

If the act is a criminal offense according to the Criminal Code, the employer's representative is obliged to report it to the police immediately.

Article 17
False registration

Against a person who submits a report for sexual or other harassment or ill-treatment at the workplace or in connection with work in order to harm another person, the employer may initiate disciplinary proceedings or initiate other appropriate proceedings against him, in accordance with the provisions of the applicable positive labor law legislation .

Article 18
Legal obligations of the employer according to the ZDR and CC

The employer is obliged to provide such a working environment in which no employee will be exposed to sexual and other harassment or ill-treatment by the employer, superiors or colleagues. To this end, the employer must take appropriate measures to protect workers from sexual and other harassment and ill-treatment at the workplace.

The employer is obliged to file an official report of the criminal offense of violation of sexual integrity by abuse of position according to Article 174 of the Criminal Code, when he becomes aware of a case of a worker who abuses his position and thus prepares a person of the other or the same sex who is or is subordinate to him or dependent on her or him, to sexual intercourse or to committing or suffering some other sexual act.

The employer is obliged to file an official report of the crime of harassment at the workplace according to Article 197 of the Criminal Code, when he learns of a case of an employee who humiliates another employee at the workplace or in connection with work with sexual harassment, psychological violence, torture or unequal treatment or scares him, which results in mental, physical or psychosomatic illness or a decrease in the employee's work productivity.

Article 19

With the provisions of this rulebook, the employer informs all workers who are in a regular employment relationship with the employer, as well as all persons with whom he has a contractual employment relationship.

The rules come into force on 15 November 2015.

Rogaška Slatina
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GRAND HOTEL ROGAŠKA | SLKI d.o.o.
Director:
Roman Šipec