

DAS STUDIO guidelines against harassment in the workplace

Since 1969, successful brands from industry and retail, as well as the people behind these brands, have placed their trust in the services of DAS STUDIO.

We are constantly developing with and for our national and international customers. With empathetic, responsible and flexible employees, intelligent workflows and the appropriate use of technology, we help our customers to be successful - today and in the future.

Our anti-harassment policy reflects our commitment to a workplace that is free from harassment so that our employees can feel safe and comfortable.

We do not tolerate anyone intimidating, humiliating or sabotaging others in our workplace.

We also prohibit intentional discrimination based on age, sexual orientation, ethnicity, race, religion or disability.

Scope of application

This Workplace Harassment Prevention Policy applies to all employees, contractors, public visitors, customers and all other persons with whom employees come into contact at work.

Elements of the policy

What is the definition of harassment in the workplace?

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization. We can't make an exhaustive list, but here are some instances that we consider to be harassment:

- Intentionally sabotaging someone's work
- Frequent or unwanted advances of any kind
- Making derogatory comments about someone's ethnic heritage or religious beliefs
- Starting or spreading rumors about someone's personal life
- Making fun of a person in front of others

Sexual harassment is illegal, and we will investigate reports of it seriously. If an employee is found guilty of sexual harassment, he/she will be dismissed.

Sexual harassment in the workplace is a violation of human dignity and the General Equal Treatment Act (AGG). Our company is committed to respectful, non-discriminatory cooperation. The aim of this policy is to inform all employees of their rights and obligations and to establish clear procedures for preventing and dealing with sexual harassment.

Definition and examples

Sexual harassment includes any unwanted, sexually oriented behavior that violates the dignity of the person concerned. This includes, for example, suggestive remarks, unwanted touching, intrusive looks, jokes with sexual connotations, e-mails with pornographic content or the showing of corresponding images. Even one-off behavior can constitute sexual harassment if it harasses or intimidates the person concerned.

Zero tolerance policy

Our company has a zero-tolerance policy towards any form of sexual harassment. Every reported complaint is taken seriously and investigated in a fair procedure. Regardless of the hierarchical position of the persons involved, consistent action is taken in the event of violations - up to and including termination without notice.

Responsibility of managers

Managers bear a special responsibility for compliance with this policy. They are obliged to create a working environment in which harassment has no place and to take immediate action in the event of any indications.

Complaints procedure

Persons affected can contact their superiors in confidence at any time. Complaints will be treated confidentially, and care will be taken to ensure that the reporting persons do not suffer any disadvantages.

It is also possible to involve external advice centers: hinweisgeber1@ensecur.de

Support and aftercare

Our company offers support to affected employees, e.g. through discussions, psychosocial counseling or referral to external help. Even after an incident has been resolved, measures are taken to restore a sense of safety in the workplace.

Validity and further development

This policy comes into force with immediate effect. It will be reviewed regularly and adapted if necessary. All employees are encouraged to familiarize themselves with the contents and to contribute to compliance with these principles through their conduct.

Disciplinary consequences

Punishment for harassment depends on the severity of the offense and may include counseling, reprimand, suspension or termination.

Whistleblower Office & Contact Person

If you have any questions or concerns, an internal, confidential whistleblowing office is available to you in addition to your line manager. This ensures that your identity is protected and that all reports are processed appropriately.

Contact for external and internal whistleblowers: hinweisgeber1@ensecur.de