



# Policy to Prevent and Combat Violence and Harassment at Work SUMMARY



NATIONAL DOCUMENTATION CENTRE





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and Combat Violence  
and Harassment at Work  
SUMMARY

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# Purpose

National Documentation Centre (EKT)'s policy aims to prevent and combat all forms of violence and harassment that occur in the course of work, whether related to or resulting from it.

By making the development of a culture of free expression at work a high priority, EKT encourages the immediate reaction and reporting of any reprehensible behavior related to violence and harassment in the workplace. In particular, according to Law 4808/2021, EKT sets a coherent and modern framework for preventing, addressing and combatting forms of violent behavior and harassment, contributing to the creation of a working environment that respects, promotes and safeguards the right of every person in a world of work free of violence and harassment.

Therefore, in order to create a working environment, in which respect for human dignity prevails, EKT explicitly declares that it promotes the prohibition of all forms of violence and harassment at work, by any person, in whatever form, whether related to or arising from work.

## Scope

This Policy is freely accessible to all EKT's employees.

This Policy is freely accessible to all EKT's employees and associates regardless of their contractual status, members of the management, employees with an employment contract, employees whose employment relationship has ended, service providers under paid or unpaid contracts, independent services and temporary employment, trainees and apprentices as well as third-party employees who provide their services, business or co-operate with EKT.

## Type of Access

This Policy is freely accessible to all EKT's employees.

The Policy is posted on EKT's main website and is freely accessible to all employees. In the event of inaccessibility to the document by an employee falling within the scope of application, the information will be provided by the competent reference person who will guide and inform employees about it.

# Legal Framework

Any form of violence and harassment, which manifests itself in the course of work, whether connected with it, or arising from it, including gender-based violence and harassment and sexual harassment.

Law 4808/2021 provides definitions for both violence and harassment, including harassment due to gender. More specifically:

- **'Violence and Harassment'** means the types of conduct, acts, practices or threats thereof, which are intended, lead to or are likely to lead to physical, psychological, sexual or economic harm, whether they occur individually or repeatedly. In the above sense, included but not limited to forms of conduct that have as their purpose or effect the violation of the dignity of the person and creating an intimidating, hostile or aggressive environment, regardless of whether they constitute a form of discrimination.
- **'Gender-based harassment'** means forms of behavior related to the sex of the person which have as their purpose or effect the violation of his personality and the creation of an intimidating, hostile, degrading, humiliating or even aggressive environment. The above forms of behavior include sexual harassment, as defined by the provisions of Law 3896/2010, as well as forms of behavior linked to the sexual orientation, expression, identity or sex characteristics of the person.
- **'Reprehensible behaviour'** associated with incidents of violence and harassment means dangerous, immoral or illegal practices that take place in the workplace under the responsibility of the employer or as part of the activities of the Agency and which include indicatively and not restrictively mobbing, bullying, threatening, extortion, insulting, slandering defamation, discrimination that may be based on sex, sexual orientation, colour, age, nationality, religious and/or political beliefs, in the marital status of the person



# Assessing the risks of violence and harassment in the workplace

Potential risks of violence and harassment in the workplace will be identified, in an integrated manner, by assessing the risk or potential risk of violence and harassment and developing a relevant prevention strategy to mitigate the actual or potential risks that may arise from employment conditions, third parties, as well as from the abuse of power in the workplace.

The relevant report assessing the risks of violence and harassment at work, including psychosocial risks, according to Law 3850/2010 is drafted and updated at regular intervals by the competent executive/the competent EKT team in cooperation with the Human Resources Department and EKT's legal support. Employees are informed of the risks arising from work, including the risks of violence and harassment, including sexual harassment, and how to prevent it.

# Measures to prevent and combat incidents of violence and harassment

Measures and administrative practices to prevent, control or mitigate the risks of violence and harassment may include (indicatively):

- Scheduled annual training programs for executives and employees
- Encouragement to maintain a working climate where respect for human dignity, cooperation and mutual aid are core values
- Open communication
- Identification of sectors and specialties where employees are most exposed to violence and harassment
- Regular evaluation of the effectiveness of the preventive and response measures in place and updating the risk assessment and measures
- Establishment of an internal mechanism for disclosures/reports and investigation of incidents of violence and harassment

EKT may take, at its discretion, any of the above-mentioned measures or any other appropriate measure.

## Designation of a reference person ('liaison') for guidance and information on prevention and tackling violence and harassment at work

The National Documentation Centre (EKT) has appointed a competent person to inform staff and give advisory guidance on issues related to the prevention and response to violence and harassment in the workplace.

The role of this person is informative and consists of guiding and informing employees, whether or not they are contacted in response to an incident or complaint of violence and harassment. In every case, it is the duty of the person concerned to protect Personal Data that may come to his/her knowledge in the course of his/her role.

## Employment protection and support for workers victims of domestic violence

The National Documentation Centre (EKT) is committed to assisting every employee who has suffered domestic violence, supporting him/her in any reasonable manner and by any appropriate means, including amongst other things:

- a/ the possibility of applying flexible working arrangements at the request of the employee
- b/ the strengthening of safety measures in the workplace, and
- c/ the provision of psychological support.

## Receiving and examining questions and complaints

The National Documentation Centre (EKT), with the aim of addressing and eliminating incidents of violence and harassment at work, sets out clear procedures for the submission of complaints, reports and grievances related to these phenomena and ensures that the relevant issues are resolved in a prompt and effective manner.

The internal process of solving problems related to incidents of violence and harassment in the workplace can be either informal or formal.

Any violation of this Policy will result in fair disciplinary action in accordance with the applicable EKT legislation and procedures, regardless of the offender's position.

# Monitoring

This Policy against violence and harassment is enforced, amended and repealed in accordance with the provisions of the Law 4808/2021 and the general internal procedures of the National Documentation Centre (EKT).

The National Documentation Centre (EKT) recognizes and respects the right of every employee to a work environment free of violence and harassment and will not tolerate any such behavior in any form by any person.



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