



# HARASSMENT-FREE PRO

Guidelines for preventing and handling harassment  
and discrimination in the activities of Trade Union  
Pro

Trade Union  
**pro**

## **FOREWORD**

**The activities of Trade Union Pro are open to all, and everyone is welcome to join us.**

No inappropriate treatment, discrimination, hate speech, sexual harassment or harassment based on gender is accepted in the activities of Trade Union Pro.

Pro is a community consisting of individuals. When we interact with others, misunderstandings and conflicts are part of everyday life. The most regrettable situations arise when difficult situations compromise the atmosphere or hamper the joint activities of organisations and people. That is why we must not hesitate to address harassment and discrimination and talk about it.

I encourage all those involved in Pro's activities to engage in an open discussion on harassment and discrimination and to bring up the themes presented in these guidelines with their own organisations.

Let's all keep ro free of harassment.

Best regards,



Jorma Malinen

President of Pro

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## **SAFE IN PRO'S EVENTS**

The purpose of these guidelines is to prevent harassment, discrimination and inappropriate treatment in the activities of Trade Union Pro and its member associations and to provide guidance for handling the situations of inappropriate treatment.

The guidelines describe how each of us can contribute to the creation of a good atmosphere, what constitutes unacceptable behaviour, the procedures for addressing harassment and discriminatory treatment, the different roles in investigating cases of harassment and the consequences of non-compliance with the guidelines.

The guidelines apply to all activities of Trade Union Pro, such as the events, meetings and training sessions organised by it. The guidelines also apply to evening events, Christmas parties and cruises.

Pro expects its member associations to comply with the guidelines in their activities.

These guidelines must also be complied with in events organised with other parties, possibly together with the other party's similar guidelines. This must be considered when planning and marketing events.

The internal instructions of Pro regarding actions in cases of inappropriate treatment will be observed for Pro personnel. The personnel instructions cover the actions when a member of personnel is harassed or suspected of harassment or inappropriate behaviour.

## **PRO FREE OF HARRASMENT AND DISCRIMINATION**

Bullying, sexual harassment, harassment based on gender, discrimination and inappropriate treatment is forbidden in all Pro's activities.


All behaviour that offends or oppresses others and cannot be considered generally acceptable can be considered inappropriate treatment and harassment. Such treatment may be a one-off incident or a recurring phenomenon.

Harassment and inappropriate treatment not only occur when people interact face-to-face; it can also take place through social and other media. The parties to inappropriate treatment may include members, stakeholders, external parties or Pro personnel.

Examples of inappropriate treatment and harassment include sexual harassment, gender-based harassment, discrimination and hate speech.

Among other things, inappropriate treatment may manifest itself as

- Unspoken messages (such as facial expressions, gestures)
- Exclusion from the community (e.g. nobody talks to the person, or others are also told not to talk to the person, nobody greets, nobody listens, the person's freedom to express opinions is limited, or they are constantly interrupted, or the person is isolated from others)
- Constant unfounded criticism and hampering of the person's activities

- 
- questioning of the person's reputation or position (e.g. by spreading misinformation, making negative comments behind the person's back, telling off, humiliating or ridiculing)
  - infringement of personal integrity (e.g. yelling, oral and written threats, physical advances and touching, physical interference, direct violence)


### **What is sexual harassment?**

Sexual harassment is not the same thing as mutual flirtation or sexual interest.

Sexual harassment refers to spoken, unspoken or physical undesirable behaviour of a sexual nature that intentionally or actually infringes the person's mental or physical integrity by creating a threatening, hostile, derogatory, humiliating or distressing atmosphere. Even a single act may fulfil the criteria of harassment.

Sexual harassment may, for example, manifest itself in the following ways:

- Sexually suggestive gestures and facial expressions
- Rude talk, indecent jokes as well as remarks and questions concerning the person's body, style of dressing or private life
- Sexually suggestive material, letters, email messages or telephone calls

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- Unwelcome physical contact, suggestions or demands regarding intercourse or other sexual interaction.

Rape or attempted rape and physical sexual harassment are punishable under the Criminal Code.

### **What is gender-based harassment?**

Gender-based harassment refers to unwelcome behaviour related to the person's gender which is not of a sexual nature but which intentionally or actually infringes person's mental or physical integrity by creating a threatening, hostile, derogatory, humiliating or distressing atmosphere.

Gender-based harassment may, for example, manifest itself in the following ways:

- Derogatory and negative comments of the other sex
- Degrading the opposite sex.

### **What is hate speech?**

Hate speech is a discriminatory, degrading and sometimes threatening expression concerning individual persons and their characteristics or whole groups of people. Hate speech infringes the dignity of individual persons or groups of people by degradation or by presenting them through some generalisation, denies their right to be themselves and tries to silence them and exclude them from public debate and society.

The targets of hate speech may include persons of foreign origin, women, men, elderly people, young people, disabled people, sexual minorities, gender minorities, linguistic or religious minorities or majorities, as well as the supporters of certain parties or even sports teams.

Hate speech may also lower the threshold of more serious violence and hate crimes.

### **What is discrimination?**

In a situation involving discrimination, a person is treated in a comparable situation worse than other people because of one or more personal characteristics.

According to the Non-discrimination Act, no-one may be discriminated against on the basis of age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, state of health, disability, sexual orientation or other personal characteristics.

Discrimination is prohibited regardless of whether it is based on a fact or assumption concerning the person him/herself or another person.





## **GUIDELINES FOR ACTIONS**

### **Instructions for event organisers**

Harassment and discrimination can be prevented by the following measures:

The management is visibly committed to activities free of discrimination and harassment.

The participants of meetings and training sessions accept these instructions when registering for the event.

When registering for the event, the participants are asked about matters relevant for participation, such as special dietary requirements.

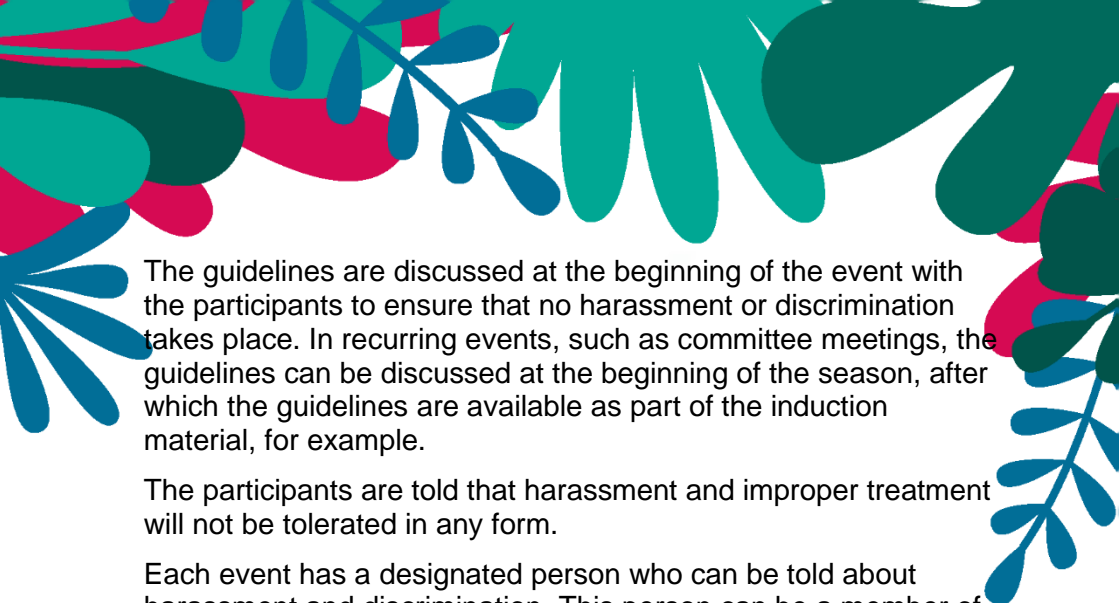
The gender is only asked about when required, and in that case the alternatives are male, female, other.

The communications for the event include information regarding physical and intangible accessibility.

It is recommended that name labels are worn at events.

*Physical accessibility refers to the physical environment in general, such as buildings.*

*Intangible accessibility refers to the intangible environment, such as information, websites, services and attitudes.*



The guidelines are discussed at the beginning of the event with the participants to ensure that no harassment or discrimination takes place. In recurring events, such as committee meetings, the guidelines can be discussed at the beginning of the season, after which the guidelines are available as part of the induction material, for example.

The participants are told that harassment and improper treatment will not be tolerated in any form.

Each event has a designated person who can be told about harassment and discrimination. This person can be a member of the personnel, representative of an association or some other harassment contact person.

The harassment contact persons, Pro's personnel and associations are provided with training on the operating model for addressing and preventing harassment.

Harassment and discrimination are discussed openly to increase people's awareness.

Harassment and discrimination are taken seriously and addressed.

The occurrence of harassment and the success of arrangements are monitored, for example by feedback surveys.

Physical and intangible accessibility reflect the way of thinking and accommodation of difference. The event organiser can take the diversity of members into account when choosing accessible premises and when advertising the event and choosing experts for it. Everyone benefits from a physically accessible environment.

## **Guidelines for the task of a harassment contact person**

The harassment contact persons are appointed by the event organiser. If no specific harassment contact person is appointed for the event, an attending representative of the party organising the event or training session, for example a member of the trade union or representative of an association, will act as the harassment contact person.

It is recommended that a specific harassment contact person is appointed particularly for any major events organised by Pro and its associations, as well as for events carrying a particular risk of harassment, such as evening events and festive events.

There should preferably be contact persons of both genders. The contact details of harassment contact persons, and the place where they can be contacted, when required, must be shown visibly in event communications and displayed physically on the wall in the event premises. The contact person must carry an identification sign during the event.

The appointment of harassment contact persons raises the matter for discussion and makes it clear that no harassment is accepted.

Every member of Trade Union Pro's personnel, event organiser or appointed harassment contact person must address any harassment situation taking place in a Trade Union Pro event or training session immediately when it is detected or when the person is informed about it.

***The harassment contact person is a person specifically appointed for the event. The harassment contact persons provide advice and support to anyone who has been subjected to harassment, bullying, discrimination or other discriminatory treatment. Harassment can be reported to the harassment contact person. The harassment contact persons are trained by Pro.***

Nobody should have to suffer from harassment or stop their activity because of a harassing person. If nobody does anything, it gives the message that sexual harassment, exclusion and bad behaviour, for example, would be acceptable.

Putting a stop to the situation is the minimum requirement. For well-founded grounds, the event can be processed later.

If the situation persists, put a stop to it.

Tell the person(s) that harassment is not permitted at the event.

Ask what is happening. Let the parties explain how they see the matter.

Ask how the subject of harassment would like to see the matter taken forward. The possible courses of include sorting out the matter by discussion, apology or a request that the perpetrator is to leave the event.

Make it clear that harassment and improper treatment must stop.

Tell the persons involved that the victim can report the incident to the trade union and help him/her to file the report, when required. See [page 14](#), Filing a report with the union.

Support the subject of harassment.



If a criminal offence is suspected, contact the police / advise the subject of harassment to report the matter to the police.

### **Instructions to the subject of harassment and improper treatment**

Ask the perpetrator to stop.

If harassment nevertheless continues or is serious, report it.

If a harassment contact person has been appointed for the event, report the matter to him/her.

Otherwise, you should report the matter to the event organiser, for example the union personnel or representative of the association.

Tell the harassment contact person what happened and how you would like to see the matter taken forward.

You can report the harassment to the union. See [page 14](#), Filing a report with the union.

In case of a criminal offence, report it to the police.

Make sure you are coping—seek support and a listener from your close circle.

### **If you see harassment**

If you see harassment, ask if you can help. You can together ask the perpetrator to stop.

Encourage the subject of harassment to contact the harassment contact person or event organiser. You can also report the harassment yourself.

## **If you are accused of harassment**

If you are told that your behaviour is found disturbing, take the matter seriously.

Listen to what the person experiencing harassment or the person investigating the matter has to say.

Try to see your behaviour from the perspective of the person experiencing harassment and explain your view of the situation.

Discuss the matter together to find a solution, and be prepared to apologise.

Even if you feel that you are not guilty of harassment, do not belittle the experiences of a person who feels otherwise. Change your behaviour instead.

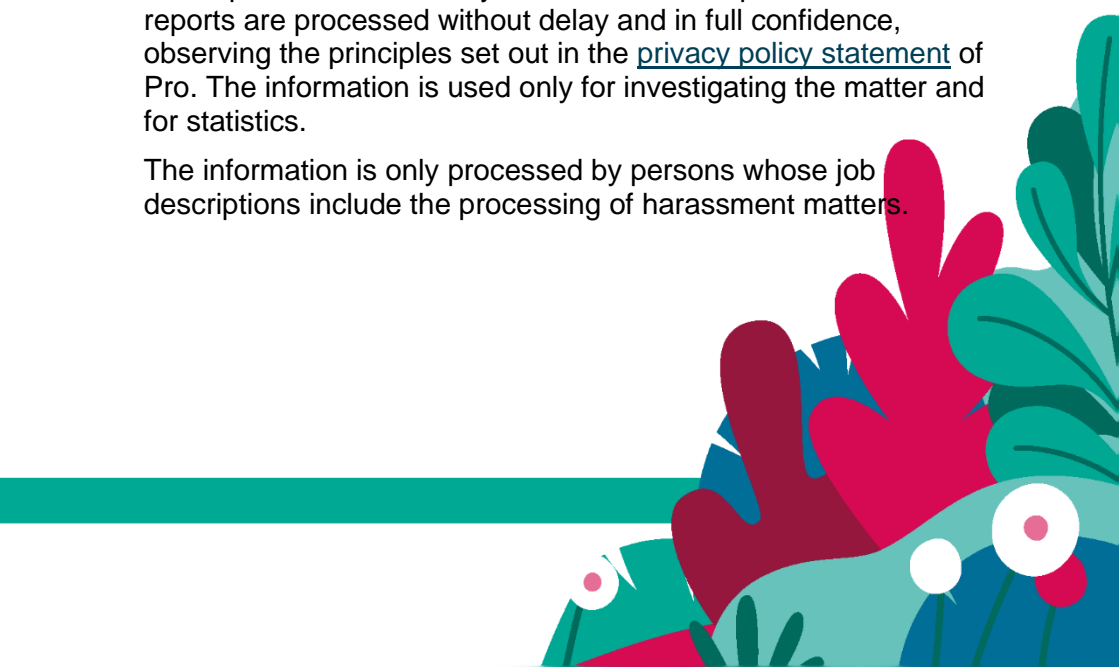
Make sure you are coping, seek support and a listener from your inner circle.

## **FILING A REPORT WITH THE UNION**

You can report harassment to the union.

The report must be sent by email to [hairinta@proliitto.fi](mailto:hairinta@proliitto.fi). The reports are processed without delay and in full confidence, observing the principles set out in the [privacy policy statement](#) of Pro. The information is used only for investigating the matter and for statistics.

The information is only processed by persons whose job descriptions include the processing of harassment matters.



You can only file the report using your own name. You can utilise the [form](#) at the end of these guidelines.

At Pro, the persons whose job descriptions include the processing of harassment matters, receive the report and process it. The matter is investigated, the parties may be heard, and conclusions are drawn and decisions are made regarding possible consequences. The parties concerned are informed of the decision.

### **Contact persons at the union:**

Training events:

Training and material manager [Tiina Kiuru](#)

Association events:

Organisation manager [Pasi Nieminen](#)

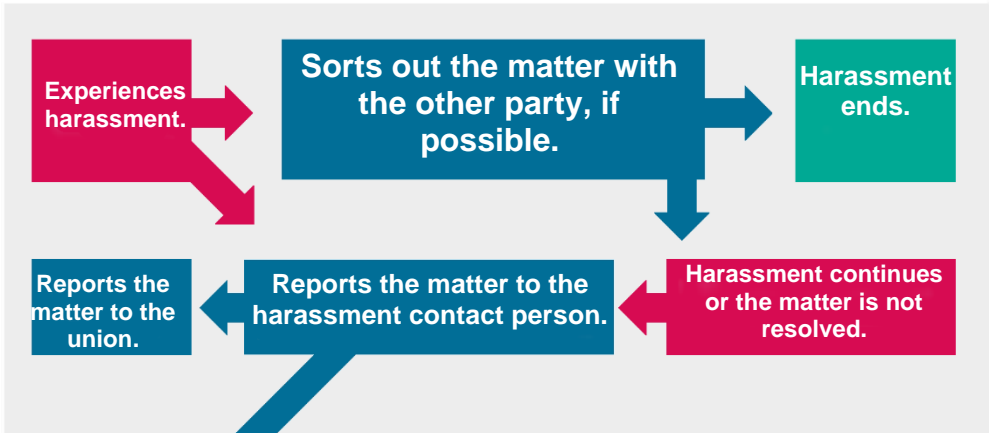
Administration events:

Financial and administrative director [Jani Salenius](#)

If the perpetrator is part of the union's personnel, representative body, board or presidency, the union must always be informed of the matter.



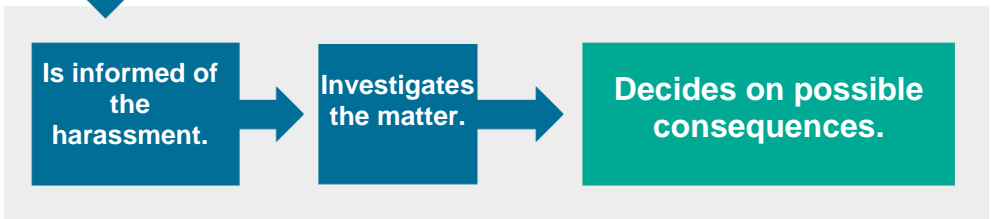
## The person



## The harassment contact



## Trade Union Pro:





## **CONSEQUENCES OF HARASSMENT**

If harassment, discrimination or improper treatment referred to in these guidelines is detected in an event organised by Pro or its association:

The person is asked to stop the harassment or asked to leave the premises, event or training session.

The ban to act on behalf of Pro or the ban on participation for a fixed period or until further notice will be decided on by the line organisation of the union on a case by case basis.

The internal instructions of Pro regarding actions in cases of inappropriate treatment will be observed for the personnel.

## **EVERYONE CAN CONTRIBUTE TO A GOOD AND NON-DISCRIMINATORY ATMOSPHERE**

A positive and open attitude towards others helps create a good atmosphere and allows everybody to enjoy Pro's events. The goal is to have all participants to the events organised by Pro and its associations feel welcome and able to safely participate in the events and training sessions.

The aim is open interaction and the creation of a culture that approves of diversity. Meeting different people helps you to notice that you can get along with all, and that despite differences we all also have many things in common. Having fun together and seeing the funny side of things are important traits.

- Treat other participants to the event appropriately and with appreciation
- Be open to different views, too
- Do not forget to ensure your safety and that of others
- Help and support others
- Remember that joking about the qualities of individuals or groups of people may offend
- Remember also that a person's inner circle may include persons from different categories
- Bring up any situation or behaviour that you find disturbing.

## LEGISLATION

**The Finnish Constitution (731/1999)** The Constitution protects the basic right of individuals to equality. According to the non-discrimination provision of the Constitution, no-one shall, without an acceptable reason, be treated differently from other persons on the ground of sex, age, origin, language, religion, conviction, opinion, health, disability or other reason that concerns his or her person (section 6, subsection 1).

**Non-discrimination Act (1325/2014)** the Non-discrimination Act prohibits discrimination on the basis of age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, state of health, disability, sexual orientation or other personal characteristics.

Discrimination is prohibited regardless of whether it is based on a fact or assumption concerning the person him/herself or another person. Harassment is also considered to be discrimination (section 8).

(Discriminatory) behaviour that creates “a degrading or humiliating, intimidating, hostile or offensive environment towards the person” constitutes illegal harassment (section 14).

**Act on Equality between Women and Men (609/1986)** The Act on Equality between Women and Men prohibits discrimination on the basis of gender, gender identity or gender expression. Among other things, sexual harassment based on gender, gender identity or gender expression is considered discrimination.

Discrimination is prohibited regardless of whether it is based on a fact or assumption concerning the person themselves or another person (section 7).

**The Criminal Code** prohibits sexual harassment by touching (chapter 20, section 5 a) and defamation (chapter 24, section 9). The criteria of defamation may be met if disparaging or false information is spread of another person.

It is also prohibited to disseminate pictures or information of another person without permission. It may constitute dissemination of information violating personal privacy (section 8). It is offending to disseminate via the internet photographs of another person scantily dressed, naked or in compromising situations, for example.

## **OTHER HELPING PARTIES**

### [Women's Line](#)

Advice and support to women and girls worried about violence and their close families.

Free support number of Women's Line

Mon–Fri 4 pm to 8 pm, Sat–Sun noon to 4 pm

0800 02400

### [Nollalinja](#)

Free telephone line against domestic violence and violence against women

080 005 005

### [Pro Noste](#)

You can use the Noste service provided by Trade Union Pro to book an appointment with a psychologist or a solution-oriented therapist. You can use the service three times a year.

### [Rape Crisis Centre Tukinainen](#)

Rape Crisis Centre Tukinainen provides support, help and advice to the victims of sex crimes, their families and those working with the victims.

### [Victim Support Finland \(RIKU\)](#)

Victim Support Finland (RIKU) improves the position of crime victims, their families and witnesses, among other things by providing support and advisory services of low threshold.

Seri Support Center for victims of sexual assault  
24-hour telephone helpline 040 701 8446

Ombudsman for Equality

Non-Discrimination Ombudsman

## **FURTHER INFORMATION ON ACCESSIBILITY**

Checklist for organisers of accessible training events

Checklist for the accessibility and diversity of events



## **ANNEX 1. REPORT TO TRADE UNION PRO REGARDING SEXUAL OR OTHER HARASSMENT OR INAPPROPRIATE TREATMENT**

Name of the reporting person:

Contact details of the reporting person (email address or telephone number):

Name of the event:

Tell us who harassed you:

When did the harassment take place:

Where did the harassment take place:

Describe the course of events in as much detail as possible:

Did anyone else see or hear the situation, i.e. are there any witnesses to or evidence of the harassment, e.g. email/WhatsApp messages or equivalent.

Witnesses:

Evidence:

Did you report the matter to the event organiser or harassment contact person:

Name of the organiser or harassment contact person:

Contact details of the organiser or harassment contact person (email address or telephone number):

Date:

Signature:

Trade Union Pro participates in the **Discrimination-free Zone** campaign. Pro is committed to:

- treating all members and employees equally irrespective of their gender, age, ethnic origin, religion or conviction, opinion, state of health, disability or sexual orientation
- informing all employees of its declaration as a discrimination-free zone
- displaying the Discrimination-free Zone sign visibly in its premises
- taking all reports and suspicions of discrimination seriously
- The design and implementation of the Discrimination-free Zone campaign has been jointly carried out by the Finnish Multicultural Sports Federation Fimu, the Finnish Disability Forum, the Finnish League for Human Rights, Seta, Allianssi (the umbrella organisation for youth work in Finland) and the Ministry of Justice. [yhdenvertaisuus.fi/syrjinnastavapaa.fi](http://yhdenvertaisuus.fi/syrjinnastavapaa.fi)



**SYRJINNÄSTÄ VAPAA ALUE**  
**DISCRIMINATION-FREE ZONE**

**Trade Union Pro 2019**  
[www.proliitto.fi](http://www.proliitto.fi)