

Standard for partners

Safe working places

Safe working places

Standard for prevention of discrimination, offensive actions, and sexual harassment in the music industry.

At _____, we are committed to fostering safe working places and a professional work culture. This is the standard we operate by — and we expect you to do the same.

Purpose

The purpose of this standard is to help ensure a safe and respectful music industry where everyone is treated with dignity, regardless of their role. No one should experience discrimination, offensive actions, or sexual harassment.

Because people in the industry work under many different types of agreements and across various collaborative setups, this standard sets clear expectations for a professional and structured framework for how we work together with safety at the center. These expectations apply to both direct working relationships and external collaborations.

Who is covered

This standard applies to us as an organisation, across all our activities, to all employees, and to everyone we partner with.

You receive this standard because, as part of our collaboration, you are also expected to follow the shared standard for safe and respectful working places described in this document. You are therefore expected to actively contribute to a professional and safe working culture where discrimination, offensive actions, and sexual harassment are not tolerated.

Application

This standard is a shared tool designed to support our dialogue, our work culture, and to clarify expectations for both our own conduct and yours. It also means that we take responsibility for preventing and addressing offensive actions within our own organisation and in relation to our external partners.

But the standard cannot stand alone; it must be complemented by broader efforts to eliminate offensive actions and harmful behavior. The standard is aligned with national Danish legal requirements for organisations regarding psychosocial working places.

Definitions

Offensive actions or inappropriate behavior are collective terms for actions that the affected person perceives as uncomfortable, humiliating, hostile, threatening, or otherwise degrading. This can include both active behavior and a lack of action.

Offensive actions can take many forms and can be verbal, digital, or physical. Examples include:

- Discriminating or treating people unfairly based on factors such as gender, sexuality, ethnicity, skin color, age, health, disability, religion, or political beliefs. This may include subtle sexist or racist actions, decisions, or remarks that are exclusionary, undermining, or degrading.
- Active and direct inappropriate behavior such as verbal abuse, intimidation, persistent criticism, intrusions into someone's private life, humiliation, or responding with hostility or silence.
- Undermining someone's work performance or competence or removing or reducing responsibilities and tasks without a valid justification.
- Excluding someone from social or professional interactions, not responding to inquiries, withholding necessary information, spreading false rumors, gossiping, or using degrading body language or facial expressions.
- Any form of unwanted sexual attention, including unwanted touching, intrusive questions, unsolicited sexual advances, quid pro quo behavior, crude comments or jokes, or the display of explicit material.
- Inappropriate behavior via digital platforms, such as threatening messages, sharing offensive content without consent, or disclosing private information publicly.
- Kicking, hitting, pushing, spitting, or throwing objects.

Source: Danish Working Environment Authority

Definition of Discrimination

Discrimination includes both direct and indirect unequal treatment. It refers to actions that aim to or have the effect of discriminating, excluding, or limiting individuals based on their age, disability, ethnicity, gender, religion, belief, political views, or sexual orientation. Examples of discrimination include sexism, prejudice, or discrimination based on gender, or racism, prejudice, or discrimination based on ethnicity/skin colour/nationality¹.

Definition of Offensive Actions

Offensive actions occur when one or more individuals grossly or repeatedly subject others to behavior that is perceived by those as degrading. Offensive actions can include both active actions and omissions. Offensive actions in the form of bullying occur when it happens regularly and over a long period, or repeatedly in a severe manner².

Definition of Sexual Harassment

Sexual harassment includes any form of unwanted verbal, non-verbal, or physical behaviour with sexual undertones that aims to or has the effect of violating another person's dignity, particularly by creating a threatening, hostile, degrading, humiliating, or uncomfortable environment³.

¹ Summarized based on the Danish Anti Discrimination Act, the Equal Treatment Act, and the Working Environment Act.

² The Danish Working Environment Authority

³ The Danish Equal Treatment Act

Preventive measures

We have a responsibility to prevent inappropriate behavior and ensure safe working places for both employees and partners.

As part of our commitment to complying with the standard, we commit to:

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- **Express clear positions** on offensive actions to employees and partners.
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- **Provide multiple channels** for individuals who wish to share experiences or concerns about specific incidents with us.
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- **Evaluate and discuss measures** that can prevent recurrence when offensive actions have been identified.
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- **Ensure that all current and new partners are made aware of the standard** and allocate time for dialogue about the purpose of the standard and expectations. This also applies to ongoing collaborations that began before the standard was implemented.
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- **Actively address the factors** that may increase the risk of offensive actions, including:
 - Unclear norms and values regarding expected behavior
 - Unhealthy power dynamics and gender role patterns
 - Lack of diversity
 - Cultural and generational differences
 - Informal cultures and informal work settings
 - Blurred boundaries between private and professional life
 - Irregular or atypical working hours
 - Hierarchical or authoritarian leadership styles
 - High workload, time pressure, and performance driven cultures
 - Job insecurity and dependence on networks or positive references
 - Conflicts that are not addressed promptly or constructively
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If you *experience or witness* offensive actions

You experience offensive actions

If you are subjected to inappropriate behavior, you should take the situation seriously and seek support. You have the right to receive help to stop it. We encourage you to share your experiences with us so that we can respond and address the situation.

If you experience that any of our employees are involved in offensive actions and do not feel safe addressing it directly with us, we encourage you to seek support from others. This could, for example, be your union or another trusted advisor.

You witness offensive actions

Many people who are subject to offensive actions are unable to speak up in the situation due to shock, fear of consequences, dependency on relationships, or similar reasons. If you witness or become aware of offensive actions, it is therefore important that you step in and help bring it to an end.

You can intervene by saying “stop” in the situation and supporting the affected person without escalating the situation or shaming those involved. Speak up constructively and point out that what you are witnessing is uncomfortable or inappropriate. You also have a responsibility to support others when they speak up against offensive actions.

You can also offer your support to the affected person after the incident. In addition, it may be relevant to approach the person responsible after the situation to explain what you experienced and how you perceive the incident. It is important to do this calmly and constructively, yet clearly.

Inform us about the incident and discuss how similar situations can be prevented in the future. Document the situation in writing in cases of repeated incidents.

Regardless of role or function, everyone has a responsibility to respond and contribute to ensuring that the situation is addressed. The more experience or influence you have, the greater your responsibility. This includes both formal authority (e.g., leadership roles) and informal influence (e.g., status, experience, relationships). This responsibility naturally applies to us as well.

Our procedure for *managing* incidents

If we have identified issues involving offensive actions or inappropriate behavior, we will:

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- **Receive all reports responsibly**, regardless of who they come from or whether they are made verbally, in writing, by phone, or through other channels. We act with discretion and do not draw premature conclusions.
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- **Identify** what the reporter feels is needed in the situation. This will often involve investigating the incident, giving all parties the opportunity to describe their version of events. It must be factually clarified what has taken place so that the situation can be addressed responsibly and any inappropriate behavior can be stopped.
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- **Offer support to those affected as needed**, such as immediate emotional or practical assistance, and explore options for external psychological crisis support if requested. Being subjected to, accused of, or witnessing inappropriate behavior can have health related consequences.
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- **Be attentive** to whether the rest of the work group needs support and ensure that the situation is handled with care.
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- **Document and describe the situation**, any investigation, and the overall course of events. After a case has concluded, we evaluate how it was handled, what can be improved, and what actions we need to take going forward to prevent similar situations.
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- **Seek external assistance** from a qualified professional if we do not have the necessary expertise or capacity to prevent and handle inappropriate behavior ourselves.
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- **Continuously develop** our approach and initiatives related to the implementation of this standard.
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Our procedure for *managing* incidents (Continued)

Handling of a specific incident must follow these three steps:



Conversation

A conversation is held with the affected party to clarify their needs. Depending on the situation, this may include crisis support, guidance, mediation, or, in special cases, an impartial review of the incident.



Impartial review

If an impartial review is relevant, an individual conversation is held with the accused party, agreed upon with the affected person. During this conversation, the accused is informed of what the affected person has described and is given the opportunity to explain their own account of what they believe occurred.



Individual conversations

If there is still uncertainty about what has occurred, we will then conduct individual conversations with any relevant witnesses to gather additional perspectives.

Possible consequences

We are committed to creating safer working places and to contributing to eliminating offensive actions in the music industry. For that reason, we take all cases involving offensive actions seriously. Such behavior is unacceptable in our collaboration and may therefore have consequences.

The specific consequences will always depend on the situation, including:

- The severity of the behavior
- How long it has been occurring
- How frequently it happens
- Any imbalance in the relationship (e.g., formal authority through a leadership role or informal influence through experience, status, or similar factors).

If we determine that this standard or relevant legislation has been breached, we will take the necessary steps to ensure that the behavior stops. Our goal is always to find constructive solutions, but in some cases, incidents may lead to concrete consequences for the collaboration.

Our procedure for *managing* incidents (Continued)

Our possible courses of action include:

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1. **A formal written warning is issued**, including a description of the inappropriate behavior and a clear expectation that the behavior must change immediately.

 2. **Temporary suspension of the collaboration** while the case is investigated.

 3. **In cases of serious or repeated offensive actions**, we may terminate the collaboration or employment.

 4. **Serious violations** may result in dismissal or exclusion from future projects and collaboration opportunities with us.

 5. **If relevant and in accordance with applicable legislation**, serious incidents may be reported to the appropriate authorities to help ensure a safe environment across the music industry.
