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Preventing Sexist Harassment in the Workplace

A mapping and typology of available sexist harassment prevention tools in Denmark, Finland, and Sweden

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power plays.

PREVENTING SEXIST HARASSMENT IN THE WORKPLACE

A mapping and typology of available sexist harassment prevention tools in Denmark, Finland, and Sweden

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Accordingly, the project consortium comprised Roskilde University, VIA University College, and Oulu University as research partners together with Jämställd Utveckling Skåne (JUS) as industry partner.

Furthermore, the project partners collaborated closely with five workplaces of care. In Denmark, two physiotherapy clinics were involved in the project. In Finland a local youth service unit, and in Sweden two group housing facilities have been involved. We are deeply grateful for the valuable contributions of these workplaces and the managers and employees' willingness to participate in our experimental research interventions.

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Summary

Since the late 1970s, workplace sexual harassment has received socio-legal recognition and a substantial body of literature has documented the extent and implications of workplace sexual harassment as well as recommended ways to prevent workplace sexual harassment. Nevertheless, recent studies point to the lack of research whose primary research object is the *prevention* of sexual harassment.

It has been the ambition of the *Power Plays* study to not only map existing workplace sexist harassment prevention tools in Denmark, Finland, and Sweden, but also to develop a sexual harassment prevention typology that can be of use to organisations in the form of a tools compass enabling informed and systematic efforts to prevent workplace sexist harassment. The study has had a primary interest in workplaces of care.

Accordingly, *The Power Plays* study departs from a theoretical conceptualisation of *sexist harassment prevention*, which not only acknowledges the continuum of sexist harassment spanning from jokes to rape but also recognises a salutogenetic approach to prevention that requires knowledge of sexist harassment, competences to manage sexist harassment as wells as purposeful involvement of all parties in the prevention work.

Data collection and analytical strategies

Most often sexist harassment prevention tools are found in the category of grey literature on the internet. Therefore, preliminary searches on Google were conducted by using key terms identified in the research literature following the method of "snow-balling". The tools for primary prevention of workplace sexist harassment or tools for dealing with sexist harassment (secondary or tertiary prevention) were included in the analysis. The tools that were based on legislation, descriptive accounts of sexual harassment (research, definitions), statistics, etc. and internal guidelines in public organisations were excluded.

The analytical process entailed a descriptive mapping of the available prevention tools in the three countries of Denmark, Finland, and Sweden, and was subsequently followed by a typologising of the identified prevention tools that was eventually used to develop a prevention tools compass.

Mapping of workplace sexist harassment prevention tools

The mapping analysis comprises 38 prevention tools: 19 (DK), 13 (FI), and 6 (SWE). The tools are developed by major labour market organisations such as trade unions, industry councils, and public authorities or research institutes whose remits include the labour market. A few tools are developed by NGOs or private consultancies in each country. The notion of sexist harassment used in the identified tools is typically "sexual harassment" apart from a few exceptions such as "sexist violence" and "act that violates the person's

sexuality". The tools' definitions of sexist harassment are very much aligned with the national legal frameworks. The objectives of the tools vary widely from promoting dialogue, enhancing the ability to speak up in situations of sexist harassment, to clarifying the roles and (legal) responsibilities of managers, employees, and union/work environment representatives, respectively.

Across all identified tools there seem to be a strong tendency for the tools to target all workplace actors with the same toolkit, i.e., employers, managers, union representatives, work environment representatives, and employees. There also seem to be an overweight of guidelines presenting bullet points on how to respond to situations of sexist harassment in the workplace. A minor part of the tools displays various dialogue exercises, and these tools are primarily found in Denmark.

Typology of workplace sexist harassment prevention tools

To enable a typologising of the mapped sexist harassment prevention tools, three key dimensions were plotted: 1) purpose (guidelines, mapping tools, awareness raising), 2) target group (individual, organization, individual/organization) and 3) timing (prevention, intervention, resolving).

Based on the insights of the typology, there is clearly an overweight of existing prevention tools with the purpose of providing guidelines for how to respond to sexist harassment. Much less prevention tools have been found holding the purpose of mapping sexist harassment in the workplace or raising awareness.

In terms of guidelines, existing Nordic prevention tools seem to be responsive to all three levels of prevention (i.e., timing). Nevertheless, we observe a certain bias towards guidelines for preventive measures prior to (16) and intervening (18) in cases of sexist harassment. Hence, much less guidelines (9) are designed to guide the resolving and aftercare post incidents of sexist harassment. A similar pattern can be observed among the identified mapping tools and awareness raising tools. These types of tools present themselves as primarily relevant prior to identified or reported incidents of sexist harassment. However, two awareness raising tools were identified that promote awareness and training on how to observe and how to respond when the line has been crossed (e.g., in terms of sexist bullying). These observations display evidence of the lack of comprehensive sexist harassment prevention tools that meet all three purposes of guiding, mapping and awareness raising and address all three levels of prevention in terms of timing.

The identified tools categorized as addressing primary prevention work have predominantly the organisation as their target group, and less the individual. Accordingly, it can be argued that the existing prevention tools offer support to employers to comply with the legislative

frameworks holding them legally responsible for ensuring a psychologically and physically safe work environment, particularly in Finland and Sweden. Prevention tools categorised as suitable for intervention measures (i.e., secondary prevention) target individual employers and employees to a much larger degree. Whereas as tools for resolving and conducting aftercare post incidents of sexist harassment seem to be evenly targeting the individual and the organisational level.

Conclusion

Based on these typological observations, it can be argued that existing Nordic workplace sexist harassment prevention tools are very much aligned with research recommendations. However, since more than half of the identified tools target the individual as well as organisational level, this leaves workplaces with the responsibility to acknowledge the importance of doing sexist harassment prevention on an organisational level and prioritise collective actions. In the identified tools, employees were referred to as either targets of sexist harassment or as bystanders witnessing sexist harassment. Yet, no tools seem to target individual perpetrators of sexist harassment.

In sum, this research report has contributed a detailed mapping of 38 available workplace sexist harassment prevention tools in Denmark, Finland, and Sweden. Based on this mapping, the study also contributes a typology of workplace sexist harassment prevention tools serving both an analytical purpose recommended for future research use as well as a practical purpose transformed into a tools compass for workplace sexist harassment prevention. This compass is recommended to be used by employers and employees as a navigation tool in the field of sexist harassment prevention work to choose the right (set of) tools and secure efficient 360-degree prevention work in the workplace.

Recommendations

Based on the findings, it is recommended that future research and innovation on workplace sexist harassment prevention tools:

- diversify and combine workplace sexist harassment prevention tools in terms of purpose and timing

- clarify the roles and responsibilities at organisational and individual levels when preventing, intervening, and resolving workplace sexist harassment

- Focus emphasis on developing anti-sexist harassment workplace cultures

1. Introduction

Since the late 1970s, workplace sexual harassment has received socio-legal recognition and a substantial body of literature has documented the extent and implications of workplace sexual harassment (McDonald 2012, 1).

Workplace sexual harassment creates a hostile and unsafe work environment, causes mental health problems such as anxiety and stress, causes higher rates of sick leave, prevents sexually harassed staff from conducting their work tasks effectively and achieving their fullest potential, and often resulting in professional flight (McDonald 2012, 4; Pillinger 2020, 5–6). Furthermore, research shows that omissions to combat and prevent sexual harassment in the workplace present economic costs to the employer organisation in the long run (Bell, Quick, and Cycyota 2002, 161; Borchorst and Agustín 2017, 165–67).

Much of the same body of literature concludes by recommending initiatives to prevent sexual harassment in the workplace. These recommendations include a clear and visible anti-sexual-harassment policy, complaint procedures and whistle-blower schemes, and procedures for handling cases of sexual harassment. Hence, these preventive measures operate primarily on an organisational level (Simonsson 2020, 44) enabling the organisations to comply with the legal framework (McDonald 2012). As such, preventive measures often do not take into account the social interplay of individuals in workplaces and the preventive measures tend to remain unclear to the employees; some studies even indicate that sexual harassment policies might impact negatively on the prevention of sexual harassment (Simonsson 2020, 44–47) problematising legal compliance as the lowest form of benchmark for preventing and combatting sexual harassment in the workplace (Goldberg 2020, 481).

Nevertheless, a recent Nordic literature review has shown that research whose primary research object is the prevention of sexual harassment is lacking (Simonsson 2020, 43). A few exceptions prove the rule and are detailed below.

What characterises these exceptional studies is that they invest in elaborate definitions of workplace sexual harassment and distinguish the concept and practice of prevention. These studies are predominantly theoretically and conceptually driven and thus, they base their findings and arguments primarily on existing literature and secondary data.

In a study from 2002, Myrtle P. Bell et al. found that "most methods of sexual harassment prevention are passive and often reactive, rather than aggressive and proactive" (2002, 160). This finding entails that prevention is not only understood in terms of measures implemented before a situation of sexual harassment is reported, but also understood as measures taken to control and handle the damage of sexual harassment.

Accordingly, some studies have elaborated typologies of sexual harassment prevention taking point of departure in health-based prevention methods (Bell, Quick, and Cycyota 2002, 161) or violence prevention literature (McDonald, Charlesworth, and Graham 2015, 42) pointing to the importance of acknowledging sexual harassment as a health and safety issue in the workplace (Goldberg 2020, 484).

Taxonomies of sexual harassment prevention

It seems to be common across the literature to speak of three levels of sexual harassment prevention: Primary, secondary, and tertiary. However, there are some differences in the levels on which the authors place various preventive measures. E.g., Jane Pillinger (2020) situates means of cultural change on the primary level of prevention, means of training and awareness raising on the secondary level, and HR policies and complaint systems on the tertiary level. Differently, Hunt et al. (2010) place the assessment of risk factors and training on the primary level, complaints procedures on the secondary level, and rehabilitation and systematic monitoring on the tertiary level of prevention.

Paula McDonald et al. (2015) advance the three-level taxonomies of sexual harassment prevention by adding the two dimensions of timing and function, respectively. The first dimension in terms of timing refers to primary prevention measures taken before the occurrence of sexual harassment, secondary prevention measures responding to concrete complaints about sexual harassment, dealing with short-term consequences, and preventing further perpetration, and tertiary prevention measures effectuating longer-term responses in terms of restoring health and safety and monitoring workplace practices. The second dimension in terms of function refers to 1) the messages about sexual harassment that the organization communicates at the different levels of prevention, 2) the management of prevention and intervention against sexual harassment, and 3) the monitoring of practices related to sexual harassment. In other words, the prevention of sexual harassment is communicated, managed, and monitored differently depending on the timing of sexual harassment

The-above detailed taxonomies of sexual harassment prevention are similar insofar as they distinguish between preventive measures installed before any report of sexual harassment (primary level) and preventive measures taken after a report of sexual harassment (secondary and tertiary levels). Bell et al. summarize it in this way: "In contrast to secondary and tertiary prevention that aims to address problems once they have begun, primary prevention aims to address the root cause of organizational health problems" (2002, 160).

360-degree prevention

At the same time as the literature suggests understanding and working with sexual harassment prevention on a taxonomic scale, the literature also stresses the importance of having operational preventive support structures available at all levels of prevention in the workplace.

In various ways, but in the same line of thinking, the literature documents that legally compliant policies and complaint procedures cannot stand alone in the prevention of workplace sexual harassment as they are more reactive than proactive.

Hence, Suzanne B. Goldberg advocates that organisations should see sexual harassment prevention less as a legal obligation and rather as an opportunity for workplace culture transformation or creation (Goldberg 2020, 492). According to Goldberg, taking advantage of sexual harassment prevention as an opportunity for developing safer workplace cultures involve regular policy-review processes, reporting systems that generate data on how the employees experience their work environment (including gender norms), campaigning to enforce an anti-harassment norm, and training "to provide a reference point for stepping in" (2020, 487).

Similarly, Bell et al. offers a preventive management approach, which builds on monitoring and reporting data that allow assessment and early warning of risks prompting actions to change "behaviours in accordance with healthier norms in the workplace" (2002, 165).
A determining factor in this sexual harassment prevention approach is the commitment of (top) management, which according to Bell et al. holds a strong norming effect, e.g., by notifying applicants and new hires about the organisation's zero tolerance of sexual harassment and following up with regular training.

Pillinger takes sexual harassment prevention a step further suggesting a "whole society" approach (2020, 16), which is based on the recognition of sexual harassment being fundamentally about unequal power relations sustained by cultural social norms (2020, 19). In order to change cultural social norms enabling sexual harassment, Pillinger identifies five societal actors to be activated in workplace sexual harassment prevention: 1) state authorities, 2) employers and industry confederations, 3) unions and unions representatives, 4) civil society organisations including women's rights organisations, and 5) opinion formers, the media, and educational institutions (2020, 17). All these actors are paramount in changing stereotypes, prejudiced and socially unsustainable norms. These actors should be brought into social dialogue with each other (Pillinger 2020, 24).

According to Pillinger (2020, 27–48), the whole society approach can be sustained with ASTRAPI's[1] transformative approach for preventing and ultimately eliminating sexual harassment in the workplace. This approach includes dealing with gender-based inequalities, comprehensive risk assessments, HR policies, efficient complaint procedures, support structures to victims of sexual harassment, available strategies for bystanders and upstanders, holding perpetrators accountable, and awareness raising, training, and anti-harassment campaigning.

Although little research exist on concrete tools and measures for the prevention of workplace sexual harassment and their effectiveness (Bell, Quick, and Cycyota 2002; Simonsson 2020), it is evident that prevention of workplace sexual harassment requires more than legal compliance policies and procedures. It also calls for an effective change of the work culture, which must be re-worked internally at the workplace as well as externally in dialogue with surrounding societal actors. In other words, preventing workplace sexual harassment is a collective responsibility and task (Einersen et al. 2021).

Somehow, that is easier said than done. Thus, this Nordic study has had the ambition to not only map existing workplace sexual harassment prevention tools in Denmark, Finland, and Sweden, but also to develop a sexual harassment prevention typology that can be of use to organisations in their informed and systematic efforts to prevent workplace sexual harassment. Accordingly, this study is guided be the following three research questions:

1. What kinds of tools for workplace sexist harassment prevention are available in Denmark, Finland, and Sweden?

2. How can the existing workplace sexist harassment prevention tools be typologized?

3. How can a typology of workplace sexist harassment prevention tools provide an informed compass for workplaces to choose the right prevention tools?

Answering these research questions, this research report contributes to the closing of the research gap on workplace sexual harassment prevention in the Nordic countries. Furthermore, it offers a very concrete starting point for workplaces to orient themselves in available prevention tools and make an informed choice of selection and use of such prevention tools.

1 Read more about the EU-funded ASTRAPI research project on active strategies for preventing and handling sexual harassment incidents here: https://astrapi-project.eu/.

Structure of the report

Chapter one introduces the emerging research field on sexual harassment prevention and outlines the ambitions of this research report. Chapter two encircles the report's two key concepts of sexist harassment and prevention enabling a combined conceptualization of sexist harassment prevention. Chapter three provides a comparative overview of relevant legislative frameworks in Denmark, Finland, and Sweden. In chapter four, the data collection method and process are outlined together with a description of the analytical approach of mapping and typologising. Chapter five displays the analysis. In the first part of the analysis, key trends are identified in the mapping of available sexist harassment prevention tools in Denmark, Finland, and Sweden. In the second part of the analysis, a typology of sexist harassment prevention tools is presented, and findings discussed. Based on the typology, a prevention tools compass is then presented in chapter six, and the report concludes by summing up the study's key contributions in chapter seven.

2. Conceptualisation of sexist harassment prevention

Two key concepts guide this study: Prevention and sexist harassment. However, the research literature is not unanimous in defining the two concepts.

In the following two sections, we advance the conceptual definitions of sexist harassment and prevention to be combined in the end.

Sexist harassment

The most commonly used term in the research literature as well as in practical prevention tools is *sexual harassment*. Definitions of sexual harassment matter – both in terms of reporting and in terms of prevention (Hunt et al. 2010). Yet, the notion of sexual harassment "continues to defy simplistic definition, but rather, brings with it contradictions, ambiguities and progressive and regressive interpretations" (McDonald 2012, 2).

It would somehow be easy just to rest with and accept the legal definition of sexual harassment, but as we know, legal definitions vary with their jurisdictional context. Furthermore, resting with legal definitions might impede the theoretical underpinnings of the definition of sexual harassment that could progressively guide prevention to effect cultural change (McDonald 2012, 5).

Paula McDonald (2012) identifies five explanatory models that precede definitions of sexual harassment. The natural-biological model explains sexual harassment as a spill-over of the heterosexual desire primarily expressed by men towards women, and, thus, not harassing, or discriminatory as such. The sociocultural model explains sexual harassment as the result of a patriarchal culture that legitimizes men as sexual agents and determines women as sexual objects. A more structural explanation can be found in the power model by which sexual harassment is seen as the result of power inequality between men and women in society. The organizational model focuses on the work environment that enables sexual harassment. Lastly, the legal model speaks of a legal consciousness that can be installed in employees as a matter of "naming, blaming, claiming" (McDonald 2012, 7).

In addition to and across these theoretical models (except from the natural-biological model), the research literature suggests seeing and placing sexual harassment on a continuum. Hunt et al. (2010) suggest "quid pro quo" and "hostile environment" to be at the opposing two ends of the continuum between which we find sexual coercion, unwanted sexual attention, and gender harassment. To this continuum, Einersen et al. add sexual harassment, hostile sexism, benevolent sexism, subtle sexism, and everyday sexism (2021, 19). They argue that "the different forms of sexism at one end of the continuum make way for more hostile forms of sexism" (Einersen et al. 2021, 24) at the other end of the continuum.

Important to note in Einersen et al.'s (2021) formulations is their use of the notion of sexism. Where all our other cited references make use of the more mainstream notion of sexual harassment, we subscribe to Einersen et al.'s use of sexism. To speak conceptually of *sexist harassment* allows for exploring a broader historical continuum (Heikkinen, 2012) which matches the reality of how sexist harassment develops and is enabled in workplaces of care. E.g., Helena Louhela argues that sexist violence as a violation of sexual autonomy and integrity must be understood for its roots in sexist ideology (Louhela forthcoming).

Einersen et al. also remind us that the notion of sexist harassment "has been expanded to include the oppression of any gender, including men, non-binary people, transgender people, etc." (2021, 15).

Hence, we build on a theoretical understanding of workplace sexist harassment as a *continuum of sexist harassing behaviour* from "gender-based harassment" (e.g. derogative gender jokes) over "unwanted sexual attention" (e.g. sexualizing glances) to "sexual coercion" (e.g. blowjobs for promotions or rape) (Borchorst and Agustín 2017, 34).

Ultimately, we subscribe to an interdisciplinary and trans-theoretical definition of sexist harassment that acknowledges the experiences of the ones who become objects of sexist harassment while understanding sexist harassment as enabled by societal and organizational norms, attitudes, and arrangements (Borchorst and Agustín 2017, 37; Nielsen et al. 2017, 123).

<u>In sum, our definition of sexist harassment boils down to:</u>

Any act, visual representation, speech or writing or behavior and practice that demeans, offends, or creates hostility to a person because of their gender or sexuality

- which includes unwanted sexual attention or sexual violence
- with the purpose or consequence that the person's dignity or rights are violated/exceeded with physical, sexual, psychological, or socio-economic damage/suffering as a result
- and which create a toxic work environment and/or reproduce gender stereotypes

(freely adapted from Einersen et al. 2021).

Prevention

As evidenced by the literature review presented in the introduction, it is clear that the concept of prevention is disputed. From a layman perspective, one would assume that preventive work precedes reports of sexist harassment. In other words, one would expect that prevention is about preventing sexist harassment from occurring. Yet, as the research literature discusses, this definition of prevention is only to be understood as primary prevention before any harm or injustice have been reported or identified. In addition, McDonald, Charlesworth and Graham (2015, 46–48) suggest secondary prevention to be about preventing further perpetration and harm being inflicted and tertiary prevention as action taken to minimize the long-term impact of sexist harassment and restore a safe work environment.

It seems safe to argue that sexist harassment prevention literature is heavily drawing on health science definitions of prevention, thus, proposing sexist harassment prevention to be a matter of securing organisational health and safety. Drawing on the health prevention paradigm often entails a prevention strategy of minimizing risk factors (Bell, Quick, and Cycyota 2002) such as e.g. chauvinistic jokes, solo work without professional witnesses, silencing etc.

We suggest advancing this conceptualization of primary sexist harassment prevention by borrowing the concepts of salutogenese and literacy from WHO's Ottawa Charter for Health Promotion[2] from 1986 (Jensen et al. 2021, 36–38). Accordingly, and in addition to minimizing risk factors, we suggest making sexist harassment prevention dependent on salutogenese which refers to our sense of coherence: In order to prevent workplace sexist harassment, employers and employees must 1) *know* what sexist harassment is and what different shapes and shades it can appear in, 2) be able to *manage* first and second hand experiences of sexist harassment, and 3) be *involved purposefully* in preventing sexist harassment in the workplace. Accordingly, we argue that sexist harassment prevention depends on the level of sexist harassment literacy (Krøjer, Padovan-Özdemir & Louhela forthcoming). This entails that employers and employees develop their perception and language for identifying and articulating experiences of workplace sexist harassment as well as competences to deal with sexist harassment.

2 https://www.who.int/teams/health-promotion/enhanced-wellbeing/first-global-conference (11.01.23).

We argue that this conceptualization of prevention is engendering individual as well as collective empowerment which is paramount for the individual worker to feel a sense of control over his/her/their own body and the work environment and for the work collective to feel a sense of agency and responsibility to act preventively. Clearly, our notion of prevention is conditional upon our understanding and definition of workplace sexist harassment (McDonald 2012).

In short, our definition of workplace sexist harassment prevention is determined by
1) interventions prior to any harm or injustice having been identified or reported,
2) knowledge of sexist harassment,
3) meaningful involvement of all staff members, and
4) competences to act upon sexist harassment.
Together, these elements underscore the needed proactiveness of sexist harassment prevention.

3. Legal frameworks

Although, the literature warns against too legalistic definitions of sexual/sexist harassment, legal definitions are important for understanding the national contexts of the identified prevention tools as they constitute the main guidelines in the prevention of workplace sexist harassment. Legal definitions are of course also highly important in terms of acknowledging workplace sexist harassment and ensuring sanctions.

Below, we account for the Danish, Finnish, and Swedish legal frameworks for combatting workplace sexist harassment. Although, we subscribe to the notion of *sexist harassment* the reader should observe that the legal terms and definitions vary from country to country.

Denmark

In Denmark, sexual harassment is defined in the Psychological Work Environment Act and the Equal Treatment Act. In the latter, sexual harassment[3] is defined as follows:

> *Subsection 4. Harassment as defined in subsection 5 and sexual harassment as defined in subsection 6 is considered discrimination based on gender and is therefore prohibited. A person's rejection of or consent to such behaviour may not be used as justification for a decision concerning that person.*
>
> *Subsection 5. Harassment exists when any form of unwanted verbal, non-verbal or physical behaviour is displayed in relation to a person's gender with the purpose or effect of violating that person's dignity and creating a threatening, hostile, degrading, humiliating or unpleasant climate.*
>
> *Subsection 6. Sexual harassment exists when any form of unwanted verbal, non-verbal or physical behaviour with sexual connotations is displayed with the purpose or effect of violating a person's dignity, in particular, by creating a threatening, hostile, degrading, humiliating, or unpleasant climate.* (The Equal Treatment Act, LBK no. 645, 08/06/2011, chap. 1, section 1, our translation)

In chapter 3 on abusive actions, including bullying, and sexual harassment[4] in the Psychological Work Environment Act, sexual harassment is addressed in the following way:

> *Section 22. The work must be planned, organized and carried out at all stages in such a way that it is fully justifiable in terms of safety and health in the short and long term in relation to offensive actions.*

3 In Danish: sexchikane.

4 In Danish: seksuel chikane.

Section 23. In this executive order, offensive actions are understood to mean that one or more people in the company rudely or repeatedly exposes one or more other people in the company to bullying, sexual harassment or other degrading behaviour at work. The behaviour must be perceived as degrading by the victim(s).

Subsection 2. Ordinary exercise of leadership, collegial feedback and the like are not in themselves offensive actions.

Subsection. 3. Violating actions may involve a risk to safety or health, cf. section 24.

Section 24. When assessing whether offensive actions entail a risk to safety or health, particular emphasis must be placed on the relationship between the following elements:

1) The scope of the offending acts, including the temporal extent.
2) The nature of the offending acts, including the context in which they form part.
3) Preventive measures, including the measures mentioned in Annex 1[5]*.*

Subsection 2. In addition, the assessment according to subsection 1 emphasis is placed on whether other influences in the working environment increase the risk to safety or health in the case of abusive actions at work.

(The Work Environment Act, BEK no. 1406, 26/09/2020, chap. 3, our translation)

Finland

In Finland, sexual harassment and gender-based harassment are considered discrimination under the Equality Act. Sexual harassment is defined as:

A verbal, non-verbal or physical conduct of a sexual nature that is unwanted and by which a person's psychological or physical integrity is violated intentionally or factually, in particular, by creating an intimidating, hostile, degrading, humiliating, or offensive atmosphere (Equality Act, Section 7 (1329/2014): Prohibition of discrimination, our translation).

Gender-based harassment is defined as follows:

Unwanted conduct that is not of a sexual nature, but which is related to the gend er of a person, their gender identity or gender expression, and by which the person's psychological or physical integrity is intentionally or factually violated and an intimidating, hostile, degrading, humiliating, or offensive atmosphere is created (Equality Act, Section 7 (1329/2014): Prohibition of discrimination), our translation.

5 The preventive measures mentioned in the annex are not explicitly addressing prevention of sexist harassment.

Section 8d (232/2005, Harassment in the workplace, our translation) of the Equality Act addresses the responsibility of the employers:

> *The action of an employer shall be deemed to constitute discrimination prohibited under this Act if, upon receiving information that an employee has been a victim of sexual or other gender-based harassment in the workplace, the employer neglects to take the steps available to eliminate the harassment.*

In addition, the Occupational safety and health Act (299/1958, our translation) underlines the employer's role in addressing sexual harassment in Section 28:

> *If harassment or other inappropriate treatment of an employee occurs at work and causes risk or hazard to the employee's health, the employer, after becoming aware of the matter, shall by available means take measures for remedying this situation.*

The Finnish Criminal Act criminalises sexual harassment in Section 5a (509/2014, our translation):

> *Sexual harassment: A person who, by touching, performs such a sexual act on another person that is conducive to violating that person's right to sexual self-determination shall, unless a punishment for the act is provided elsewhere in this chapter, be sentenced for sexual harassment to a fine or to imprisonment for maximum six months.*

Sweden

In Sweden, sexual harassment is defined in the Discrimination Act as follows: "Conduct of a sexual nature that violates someone's dignity" (Chapter: 1, Section 4, our translation). Sexual harassment is taken into consideration in several sections in the Discrimination Act accordingly:

In Chapter 2. Prohibition of discrimination and reprisals

> *If an employer becomes aware that an employee considers that he or she has been subjected to harassment or sexual harassment in connection with work by someone performing work or carrying out a traineeship at the employer's establishment, the employer is obliged to investigate the circumstances surrounding the alleged harassment and where appropriate take the measures that can reasonably be demanded to prevent harassment in the future* (Section 3: Obligation to investigate and take measures against harassment, our translation).
>
> *If a government agency or an organisation covered by the prohibition in Section 15 becomes aware that a person applying for or participating in training or other activities indicated in that provision considers herself or himself to have been subjected to harassment or sexual harassment in this connection, the government agency or organisation is obliged to investigate the circumstances surrounding the alleged harassment and where appropriate take the measures that can reasonably be demanded to prevent harassment in the future.*

However, the first paragraph does not apply to harassment associated with age. (Section 16: Obligation to investigate and take measures against harassment, our translation)

Chapter 3. Active measures

Employers are to have guidelines and routines for their activities to prevent harassment, sexual harassment, and reprisals referred to in Chapter 2, Section 18.

Employers are to follow up and evaluate the guidelines and routines in place under the first paragraph. (Section 6, our translation)

In Chapter 5. Compensation and invalidity

A natural or legal person who violates the prohibitions of discrimination or reprisals or who fails to fulfil their obligations to investigate and take measures against harassment or sexual harassment under this Act shall pay compensation for discrimination for the offence resulting from the infringement. When compensation is decided, particular attention shall be given to the purpose of discouraging such infringements of the Act. The compensation shall be paid to the person who has been offended by the infringement.

An employer who violates Chapter 2, Section 1, first paragraph or Section 18 shall also pay compensation for the loss that arises. However, this does not apply to a loss that arises in connection with a decision concerning employment or promotion. Nor does it apply to a loss that arises as a result of discrimination in the form of inadequate accessibility.

If there are special grounds, the compensation can be reduced or set at zero. (Section 1: Compensation, our translation).

According to the Swedish Work Environment Authority[6], the Work Environment Act considers sexual harassment a form of victimisation. However, the Act itself does not mention sexual harassment, but does specify that "[w]ork must be planned and organised in such a way that it can be performed in a healthy and safe environment" (Chapter 2, Section 2, 1977:1160, our translation).

6 https://www.av.se/en/health-and-safety/mental-ill-health-stress-threats-and-violence/bullying/prevent-sexual-harassment/ (07.02.23).

Differences between national legal frameworks

It seems interesting to observe under which Act sexist harassment is defined and addressed. In Denmark, the main Acts are the Psychological Work Environment Act and the Equal Treatment Act. In Finland, sexist harassment is also addressed in the Equality Act, but in Sweden sexist harassment figures under the Discrimination Act. Sexist harassment is not directly addressed in the Finnish and Swedish work environment legislation, although legal provisions on tackling sexist harassment in the workplace do exist in the two countries. Noteworthy is also the fact that the Finnish legal framework on workplace sexist harassment includes the Criminal Act, which should be enforced in cases when the sexist harasser is not sanctioned or punished for their actions in any other way.

In Sweden, comprehensive work environment provisions exist stressing the responsibilities of the employer in cases of sexist harassment (Swedish Work Environment Authority 2001), which can also be deduced from the Swedish Discrimination Act as cited above. The same focus on employer responsibilities is also evident in the Finnish Equality Act but is much less obvious in the Danish legal framework addressing workplace sexist harassment.

The definitions of sexual harassment are very similar and comprehensive in Denmark and Finland, e.g., including verbal and non-verbal forms of sexual harassment. Comparatively, the Swedish definition of sexual harassment is much shorter and focuses solely on the violation of a person's dignity. Again, it is important to observe that the Swedish Work Environment Authority subscribes to a much more comprehensive understanding of sexual harassment:

> *Sexual harassment is conduct of a sexual nature that violates a person's dignity. Besides comments and words, this could involve unwanted touching or leering. It could also be a question of unwelcome compliments, insinuations, text messages, and images of a sexual nature.*[7]

These comparative observations reverberate McDonald (2012) and Goldberg's (2020) discussions of the benefits and pitfalls of legal frameworks addressing workplace sexist harassment. In other words, it is obvious that just as much as legal frameworks may promote and enforce preventive measures in the workplace, they can just as easily become the lowest benchmark of compliance; in some cases, even neglect the responsibilities of employers or managers and enable the harasser to pass unsanctioned. The Danish criteria for assessing the scope and nature of an "offending act" constitute an example of these risks insofar as they work by "contentious elements such as 'standards of reasonableness' (and from whose perspective this is considered), whether the offensive behaviour need be repeated and the extent to which the harasser could have anticipated that the conduct would be offensive or intimidating" (McDonald 2012, 2).

7 https://www.av.se/en/health-and-safety/mental-ill-health-stress-threats-and-violence/bullying/prevent-sexual-harassment/ (downloaded 07.02.23).

The following mapping and typologising of available sexist harassment prevention tools in Denmark, Finland, and Sweden clearly shows a quantitative predominance of available prevention tools leaning towards the lowest legal benchmark of guidelines for how to act in situations of workplace sexist harassment.

4. Data collection

As the research review in the introduction shows, hardly any research publications deal with concrete tools for the prevention of workplace sexist harassment. Nevertheless, sexist harassment prevention tools do exist, but are most often to be found in the category of grey literature.

According to Katelyn Godin et al. citing the Luxembourg definition, grey literature is considered that big chunk of literature "which is produced on all levels of government, academics, business and industry in print and electronic formats, but which is not controlled by commercial publishers, i.e., where publishing is not the primary activity of the producing body'" (2015, 2). Furthermore, grey literature often presents itself as of practical use to practitioners, management and/or decision-makers. In other words, grey literature is informative, instructive as well as performative (Padovan-Özdemir 2020).

The objective of this report's data collection is exactly to identify and collect sexist harassment prevention tools that are directly of use to workplaces, in particular workplaces of care. We operate by a broad notion of care work that includes health care, social care, elder care, childcare, as well as psychiatric care.

A key challenge for identifying this kind of grey literature is that it is rarely listed in any bibliometric systems (Godin et al. 2015). Furthermore, there are no relevant topic-specific databases available. Instead, grey literature is most likely to be found on websites found on the world wide web, because where they are more likely to achieve the highest possible visibility, proliferation, and impact (Godin et al. 2015, 2). This in turn highlights the performative nature of grey literature.

Search strategy

Due to the unruly archiving or storing of grey literature, there are no exact recipes for how to conduct a systematic data collection. Yet, an explicit search strategy and search protocol is needed for the sake of systematics and transparency (Godin et al. 2015, 3). Most importantly, the search strategy should match the research question (Lynggaard 2010, 141).

Hence, being interested in *mapping* existing and available workplace sexist harassment prevention tools in Denmark, Finland, and Sweden, we developed an exploratory search strategy consisting of three iterative search tactics. First, we conducted preliminary searches on Google using key terms identified in the research literature. Second, based on the initial hits, we expanded the search vocabulary and identified relevant organisations (Villadsen 2006, 101). Third, we conducted a new round of Google searches based on the expanded search vocabulary and conducted word searches on targeted organisations' websites.

In addition to these search tactics, we worked in the manner of "snow-balling" (Lynggaard 2010, 141), which entails identifying one prevention tool or website's references to other prevention tools or websites. In this way, our searches constituted a chain of intertextual links (Padovan-Özdemir 2020, 78). We argue that our exploratory and iterative search strategy minimized "the risk of omitting relevant sources" (Godin et al. 2015, 3). Yet, we are humbly aware that this might be the case anyways.

Working in an exploratory manner like this could seem endless on the world wide web. However, with a certain amount of "informed serendipity" (Padovan-Özdemir 2020), our iterative – and accumulatively adaptive – searches resulted in a state of saturation. Saturation was achieved when the intertextual references no longer led to new references (Lynggaard 2010, 141) within the search fields of the three countries.

That said, it is worth mentioning that the searches were conducted in Danish, Finnish, and Swedish, respectively. In other words, the data set is delimited to these three language domains. Accordingly, each country project partner conducted country-specific searches on Google by using the search words listed below.

Search protocol

To document our exploratory and iterative online searches, we developed protocols of the search words used and the organisational websites visited.

	Sexist harassment	**Discrimination**	**Work environment**	**Prevention**
Denmark	Sexchikane, seksuelle krænkelser, sexisme, overgreb, seksualiseret mobning, uønsket seksuel opmærksomhed (Sexism; sexual harassment, sexual violence, sexual abuse, sexual bullying, unwanted sexual attention)	Køn, mangfoldighed, diversitet, inklusion, diskrimination, ligestilling (gender, diversity, inclusion, discrimination, equality)	Arbejdsmiljø, forebyggelse, tryg arbejdsplads, sikkert arbejdsmiljø, psykisk arbejdsmiljø (work environment, prevention, safe workplace, psychological work environment)	Forebyggelse, værktøj, værktøjskasse, metode, retningslinjer (prevention, tool, toolbox, method, guidelines)
Finland	Seksuaalinen häirintä; seksismi, häirintä, ei-haluttu seksuaalinen huomio, työpaikkakiusaaminen, epäasiallinen kohtelu (Sexual harassment, sexism, harassment, unwanted sexual attention, workplace bullying, inappropriate treatment)	Sukupuoli, yhdenvertaisuus, syrjintä, tasa-arvo (gender, diversity, discrimination, equality)	Työpaikka, työympäristö, turvallinen työympäristö (workplace, work environment, safe workplace)	Ennaltaehkäisy, työkalut, toimintatavat, ohjeet (prevention, tools, action models, guides)
Sweden	Sexuella trakasserier, sexism, sexuella kränkningar, sexuella hot, övergrepp (Sexual harassment, sexism, sexual violations, sexual threats, abuse)	Diskriminering, jämställdhet, mångfald, genus, kön, makt (discrimination, equality, diversity, gender, sex, power)	Arbetsmiljö, psykosocial arbetsmiljö, inkludering, inkluderingsarbete, förebyggande åtgärder, vården, omsorgsarbete (work environment, psychosocial work environment, inclusion work, preventive measures, health care, care work)	Verktyg, metod, förebyggande, preventiva, tips, råd (tools, method, prevention, tips, advice)

Table 1: Record of search words

The above-listed search words were deployed in explorative and experimental combinations of truncations, AND, OR, and longer or shorter search strings.

Our Google searches also gave us a sense of the field which enabled us to generate a list of organisations that would be expected to promote tools for the prevention of workplace sexist harassment. As the Power Plays project has had a primary interest in the prevention of sexist harassment in care work, we have focused primarily on organisations within these sectors.

During our online searches, we logged all websites visited. The record of organisational websites visited does not entail that we found any or new prevention tools on every listed organisation's website. In fact, in many cases we only found references to other already identified prevention tools or nothing at all. However, we have included all organisational websites to show the scope of our searches.

DENMARK						
Unions	**Industry Councils**	**State authorities**	**Research Institutes or consulting**	**NGOs or interest groups**	**Public institutions**	**Cross-organisational initiatives**
Dansk Sygeplejeråd Danske Fysioterapeuter Socialpædagogernes Landsforbund FOA Ergoterapeutforeningen Lægeforeningen BUPL Dansk Socialrådgiverforening	Branche Fællesskab Arbejdsmiljø – Velfærd og offentlig organisation (BFA Dansk Industri (DI)	Transport- og ligestillingsministeriet Beskæftigelsesministeriet (Ministry of Work) MEDST – The Danish Employee and Competence Agency under the Ministry of Taxation Folketingets ombudsmand	Det Nationale Forskningscenter for Arbejdsmiljø Mangfoldighedsledelse COWI Rambøll Als Research	Kvinfo Institut for menneskerettigheder LGBT+ Denmark	Forsvaret Rigshospitalet Region Midtjylland Region Sjælland Region Hovedstaden Roskilde Universitet Københavns Universitet	

FINLAND						
Unions	Industry Councils	State authorities	Research Institutes or consulting	NGOs or interest groups	Public institutions	Cross-organisational initiatives
The Finnish Union of Practical Nurses, SuPer The Union of Health and Social Care Professionals in Finland (Sosiaali-, terveys- ja kasvatusalan ammattijärjestö: TEHY) Service Union United PAM (Palvelualojen ammattiliitto Finnish Journalist Union (Journalistiliitto) The Finnish Union of University Researchers and Teachers (Tieteentekijät) YTY - Association for Managers and Professionals (Yksityisalojen Esimiehet ja Asiantuntijat YTY) Akava Special Branches (The trade union)		Finnish Institute of Occupational Health (Työterveyslaitos) Occupational safety and Health Administration in Finland (Työsuojelu) The Centre for Occupational Safety (Työturvallisuuskeskus) Ombudsman for Equality (Tasa-arvovaltuutettu) Finnish Institute for Wealth and Healthy The family Federation of Finland	EKVALITA Joonas Miettinen (2019) Kysely seksuaalisesta häirinnästä ja seksismistä työelämässä (Survey on sexual harassment and sexism in working life)		Kauppalehti	Duunitori

SWEDEN						
Unions	**Industry Councils**	**State authorities**	**Research Institutes or consulting**	**NGOs or interest groups**	**Public institutions**	**Cross-organisational initiatives**
TCO – Tjänstemännens centralorganisation Vision fackförbund Vårdförbundet Unionen Sveriges läkarförbund Fackförbundet ST Hotell- och restaurangfacket Kommunal Ledarna Sveriges arbetsterapeuter Sveriges psykologförbund Akademikerförbundet SSR	Ledarna Mångfaldsföretagarna Svenska vård Tandläkarförundet Fysioterapeuterna Vårdföretagarna	Arbetsmiljöverket Skolverket Sveriges Kommuner och Regioner Jämställdhetsmyndigheten	Centrum för sexologi och sexualitetsstudier	Prevent Sunt arbetsliv RFSU Locker Room Talk Make Equal Storasyster Novahuset Föreningen tillsammans	1177 Vårdguiden Lunds universitet Malmö universitet Stockholms universitet Karolinska institutet Göteborgs universitet Uppsalla universitet	"Schysst stall" "Backa-initiativet" UMO

Table 2: Record of organisations and websites visited

Selection criteria

The identified sexist harassment prevention tools were collected and selected based on the following criteria:

- Inclusion: Tools for primary prevention of workplace sexist harassment, tools for dealing with sexist harassment (secondary or tertiary prevention)
- Exclusion: Legislation, descriptive accounts of sexual harassment (research, definitions), statistics, etc. Internal guidelines for handling sexist harassment in public organisations.

When we began our initial Google searches, we were exclusively interested in collecting tools for primary prevention of workplace sexist harassment in workplaces of care. However, soon it became evident to us that the existing prevention tools rarely distinguished between primary, secondary, and tertiary prevention. More often than not, the prevention tools identified addressed several levels of prevention at the same time but calling it all prevention. Hence, all self-proclaimed prevention tools were included.

Furthermore, even though our primary focus was on prevention tools targeting workplaces of care, we came to realise that national legislations guide sexist harassment prevention across sectors and workplaces. Therefore, our study also includes prevention tools that are more generic targeting various sectors and workplaces, including workplaces of care.

5. Analysis

Our analytical processing of the collected and identified prevention tools has been twofold. First, we conducted a mapping of the available prevention tools in the three countries of Denmark, Finland, and Sweden. Second, we typologised the identified prevention tools.

In this way, our twofold analytical approach enables a descriptive and comparative overview of online available sexist harassment prevention tools targeting workplaces (of care) in Denmark, Finland, and Sweden. It also serves as an analytical understanding of the types of available prevention tools. This analytical understanding allows us to point out certain biases and gaps in supporting workplaces (of care) in working actively with the prevention of sexist harassment. Finally, our typologising serves to develop a tools compass for workplaces to orient themselves in the field of sexist harassment prevention and make informed choices.

Mapping of sexist harassment prevention tools

Mapping can be considered a form of review that aims to identify linkages and differences between different characteristics (Cooper 2016). We focus on capturing and representing various aspects characterizing the prevention tools identified. These aspects have been identified in existing sexist harassment research literature as discussed in chapter 1, and then developed into seven descriptive categories as presented in table 3.

Tool's title **No.**	**Organization** **Authorship and full reference**	**Definition of sexist harassment**	**Objective of the tool**	**Target group for using the tool**	**Preventive**	**Reactive**	**Description (genre)**

Table 3: Template for describing the identified prevention tools

The seven categories by which the identified tools were described have served different purposes. The first category of organisation and authorship allowed us to map who are invested in the development and promotion of workplace sexist harassment prevention tools. The second category allowed us to map what part of the spectrum of sexist harassment the tools address. From the tools' definitions of sexist harassment follow the third and fourth category that describe the objectives and target groups of the tools, respectively. These initial descriptions allowed us to determine if the tools were either preventive or reactive to sexist harassment. Finally, the seventh category served to describe the tools in more practical detail which allowed us to map the various genres of prevention tools.

All included tools from our initial searches have been thoroughly read and described individually according to table 3 and presented in Appendix 1: *A descriptive overview of workplace sexist harassment prevention tools in Denmark, Finland, and Sweden.*

Accordingly, the mapping allows for a tentative comparison between the three national pools of sexist harassment prevention tools.

In total, 38 prevention tools have been identified: 19 in Denmark, 13 in Finland, and 6 in Sweden.

Below, we offer some general comarative observations from the mapping of existing workplace sexist harassment prevention tools in Denmark, Finland, and Sweden.

Organisation and authorship

The identified tools are mainly developed by major labour market organisations such as trade unions, industry councils, and public authorities or research institutes whose remits include the labour market. A few tools are developed by NGOs and private companies in each country.

Most tools were identified in a Danish context, yet several of these tools have been produced by the same few organisations, for example by Arbejdsmiljøweb – a website of the Industry Community for the Work Environment (BFA).

In Finland, the identified tools were mainly produced by different trade unions and the Finnish Institute of Occupational Health. This speaks of the very legal approach in addressing workplace sexist harassment in Finland.

There were only six tools identified in Sweden, yet they are produced and authored by different organisations spanning trade unions, public authorities, NGOs as well as ad hoc initiatives. Important to observe is that the Swedish Confederation of Professional Employees comprising twelve affiliated trade unions have joint guidelines and instructions for dealing with workplace sexist harassment.

Definition of sexist harassment

The notion of sexist harassment used in the identified tools is typically "sexual harassment" apart from a few exceptions such as "sexist violence" and "act that violates the person's sexuality". The definitions of sexual harassment do not seem to be diverting from the national legal frameworks.

Furthermore, the specific aspect of sexist harassment in terms of violating a person's mental and physical integrity is underlined. In addition, the definitions predominantly subscribe to the understanding that sexist harassment can be both verbal and non-verbal unwanted sexual attention.

Objectives

The objectives of the tools vary widely from promoting dialogue, enhancing the ability to speak up in situations of sexist harassment, to clarifying the roles and (legal) responsibilities of managers, employees, and union/work environment representatives, respectively.

Most of identified tools hold the objective to instruct managers on how to respond to cases of sexist harassment. There seem to be less tools that instruct managers on preventive measures prior to situations of sexist harassment as well as on resolution measures in the aftermath of sexist harassment having been identified or reported. Accordingly, it can be determined that most of the identified tools accord with the legal frameworks and provisions addressing workplace sexist harassment.

This pattern is also found among tools instructing employees (victims and bystanders) insofar as most of these tools guide or train employees to respond efficiently to situations of sexist harassment, and guide less on behaviour prior to or after situations of sexist harassment.

Objectives of the Finnish tools are dominated by the aim to instruct employers and employees on how to deal appropriately with sexist harassment in the workplace. This tendency is also found among the Swedish tools, but these tools' objectives stand out with their strong ambition to promote zero tolerance of sexist harassment in the workplace as well as stressing the responsibilities of employers and managers. Although the Danish tools share the objectives of the Finnish and Swedish tools, they are much more dominated by an ambition of encouraging open dialogue and promote an inclusive work environment.

Finally, the majority of tools presents preventive as well as reactive measures to deal with workplace sexist harassment.

Target groups

Across all identified tools there seem to be a strong tendency for the tools to target all workplace actors with the same toolkit, i.e., employers, managers, union representatives, work environment representatives, and employees.

Although, most of the tools address the division of responsibilities regarding the handling of sexist harassment, this tendency also signals a collectivization of the responsibility for preventing workplace sexist harassment. Among the Danish tools this seems to blur the special responsibilities of the employers/managers but strengthens the collective building of safe and inclusive work environments.

The special responsibilities of employers/managers seem to be more explicit among the Finnish and Swedish tools, which might be the reason why we find more tools dedicated only to one of the target groups mentioned above among the Finnish and Swedish tools. This has the advantage of securing legal compliance but has the downside of not creating ownership among all workplace actors to engender cultural change at the workplace.

Genres

Among the identified tools, there seem to be an overweight of guidelines presenting bullet points on how to respond to situations of sexist harassment in the workplace.

A minor part of the tools displays various exercises, primarily in the form of dialogues based on reflexive questions or cases of sexist harassment. Such tools are primarily found in the Danish context.

A few tools have a more informative character offering films and leaflets enlightening workplace actors on various aspects of workplace sexist harassment.

The mapping and the above general observations have served to lay the empirical ground for the following typologising of existing sexist harassment prevention tools.

Typologising existing sexist harassment prevention tools

Empirically informed by our mapping analysis and theoretically instructed by research literature on sexist harassment prevention, we have developed a typology of existing harassment prevention tools.

Typologising is a relevant analytical approach when constructing concepts, improving measurements, or exploring different dimensionalities (Collier, LaPorte, and Seawright 2012). Our typologising is inspired by previous research on conceptual typologies (Collier, LaPorte, and Seawright 2012; Fagerholm 2016; Kluge 2000). In particular, it follows the instructions by Collier, Laporte & Seawright (2012) for formulating a multidimensional typology.

Accordingly, we plotted key dimensions of our research object: *tools for preventing sexist harassment in the workplace*. The three key dimensions are purpose, target group, and timing.

The dimension of purpose is presented horizontally and specified by 'guidelines', 'mapping tools', and 'awareness raising'. Guidelines include checklists for how to act and what to do in response to workplace sexist harassment. Mapping tools include questionnaires for mapping and assessing the extent and scale of sexist harassment in the workplace. Awareness-raising tools include training sessions and interactive exercises to increase knowledge of sexist harassment and promote dialogue on sexist harassment in the workplace.

The dimension of target group is also presented horizontally and specified by 'individual', 'organisation' and 'individual/organisation'.

The dimension of timing is presented vertically and specified by 'prevention', 'intervention', and 'resolving'. In this way, we acknowledge the broader understanding of prevention including primary prevention (interventions prior to reports of sexist harassment), secondary prevention (i.e. measures responding to situations of sexist harassment) as well as tertiary prevention (i.e. measures taken to care for the harassed and rebuild a safe work environment after sexist harassment has been identified or reported.

Each cell type in the typology serves to identify and describe the characteristics of each prevention tool in a nuanced and meaningful manner by capturing multiple dimensions constructed by cross-tabulating two or more variables.

Accordingly, the analytical approach of typologising allowed us to 1) clarify different types of workplace sexist harassment prevention tools, 2) establish connections between aspects of purpose, target group, and timing, and 3) situate existing workplace sexist harassment prevention tools within a semantic field (Collier, LaPorte, and Seawright 2012, 222).

Table 4 displays our typology of workplace sexist harassment tools and includes examples of existing tools identified in our mapping.

TYPOLOGY OF WORKPLACE SEXIST HARASSMENT PREVENTION TOOLS									
Purpose	**GUIDELINES**			**MAPPING TOOLS**			**AWARENESS RAISING**		
Target group ***Timing***	**Individual**	**Individual & Organisation**	**Organisation**	**Individual**	**Individual & Organisation**	**Organisation**	**Individual**	**Individual & Organisation**	**Organisation**
Prevention	FOA – a trade union and unemployment insurance fund. Guidelines about how to prevent sexual harassment in the workplace.	TCO – Tjänste-männens centra-lorganisation Del Santa, Naiti & Schwarzenberger, Sonja. 2013. How to break the silence about sexual harassment.	Arbetsmiljöverket (The Swedish Work Environment Authority): A guide for how you as an employer can prevent sexual harassment.	…	…	KVINFO: Mapping the work culture through questionnaires, interviews and reviewing routines, procedures, and policies.	…	Industry Community for the Working Environment for Welfare and Public Administration (BFA). Flip-flap offensive actions: To initiate a dialogue.	…
Intervention	Industry Community for the Working Environment for Welfare and Public Administration (BFA). Intervene – in the face of abusive acts of a sexual nature	Akava Special Branches How to recognise harassment or inappropriate treatment and how to act?	ASTRAPI European toolkits, guides and instruments to effectively implement intervention measures in preventing and handling sexual harassment in the world of work.	…	…	…	…	…	Crossing the line – kick-starter toolkit, FUI-ligestilling: Use this kickstarter kit to put sexual harassment on the agenda and to allow for a discussion about when a line has been crossed.
Resolving	Tieteentekijät: – How to act when you face harrasment in working life – How to act if you experience harass-ment on social media	Vision fackförbund – sexuella trakasserier Information on how to offer support in cases of sexist harassment in the workplace.	Prevent: sexuella trakasserier: Advice on what you as a manager can do if someone is subjected to sexual harassment	…	…	…	…	…	…

Table 4: Typology of workplace sexist harassment tools including examples

Purpose-focused comparison

As is evident from the tool examples inserted in the typology exhibited in table 4, there is clearly an overweight of existing prevention tools with the purpose of providing guidelines for how to respond to sexist harassment. Much less prevention tools have been found to pursue the purpose of mapping sexist harassment or raising awareness.

In Appendix 2, we have detailed the national distributions of existing prevention tools according to their purposes. This purpose-focused typological distribution of prevention tools in Denmark, Finland, and Sweden have proven that there is a more even distribution of prevention tools across the three categories of purpose in Denmark. It also shows that the most uneven distribution is found in Finland, where there seems to be strong priority of prevention tools providing guidelines. Sweden appears similar to Finland, but with a less significant bias towards guidelines.

PURPOSE-FOCUSED TYPOLOLOGICAL DISTRIBUTION OF PREVENTION TOOLS ACROSS DENMARK, FINLAND, AND SWEDEN			
Purpose	**GUIDELINES**	**MAPPING TOOLS**	**AWARENESS RAISING**
DENMARK	9	4	6
FINLAND	11	1	1
SWEDEN	5	1	1

Table 5: Purpose-focused typological distribution of prevention tools across Denmark, Finland, and Sweden

Table 5 summarizes numerically how existing prevention tools in each of the three countries are distributed according to their purposes. This comparative overview proves a need for diversifying sexist harassment prevention tools according to their purposes in future development work. This seems to be the case of Finland and Sweden, in particular.

Correlating *purpose* and *timing*

We can learn from the typology with examples presented in table 4 that the mapped Nordic field of sexist harassment prevention tools operate by the three-level understanding of prevention, which we have chosen to translate into the dimension of timing in response to sexist harassment prior, immediate and after an identified or reported incident. However, as table 4 shows, only the type of prevention tools with the purpose of providing guidelines cover all three levels of prevention. A few examples of the type of tools with the purpose to map the scope of sexist harassment can be placed on the primary level of prevention. This is also the case for the type of tools holding a purpose of awareness training. Yet here we also find a few examples on the level of secondary prevention, i.e. intervention.

Empty cells in table 4 indicate that none of the mapped prevention tools provide characteristics fitting the type of tools to be categorized in these cells. To specify the numerical distribution of existing prevention tools according to our typology, we have developed table 6. Empty cells in the table reflect the lack of tools of those specific types. Summarizing these numbers, one will observe that the total number exceeds the total number of identified prevention tools (38). This is explained by the fact that some of the prevention tools cover several purposes or respond to sexist harassment with multiple timings.

NUMERICAL DISTRIBUTION OF EXISTING PREVENTION TOOLS									
Purpose	**GUIDELINES**			**MAPPING TOOLS**			**AWARENESS RAISING**		
Target group / ***Timing***	**Individual**	**Individual & Organisation**	**Organisation**	**Individual**	**Individual & Organisation**	**Organisation**	**Individual**	**Individual & Organisation**	**Organisation**
Prevention	**1**	**7**	**8**	**...**	**...**	**6**	**...**	**6**	**...**
Intervention	**8**	**5**	**5**	**...**	**...**	**...**	**...**	**...**	**2**
Resolving	**2**	**5**	**2**	**...**	**...**	**...**	**...**	**...**	**...**

Table 6: Numerical distribution of existing prevention tools.

It has been argued that sexist harassment is remaining a persistent workplace problem, partly because many organizations fail to implement effective actions with the right timing (McDonald, Charlesworth, and Graham 2015). Yet, in terms of guidelines, existing Nordic prevention tools seem to be responsive to all three levels of prevention (i.e., timing). Nevertheless, we can observe certain biases towards guidelines for preventive measures prior to (16) and intervening in (18) reports of sexist harassment. Hence, less guidelines (9) are designed to guide the resolving and aftercare post reports of sexist harassment.[8]

A similar pattern can be observed among the identified mapping tools and awareness raising tools. These types of tools present themselves as primarily relevant prior to reports of sexist harassment. However, we have identified two awareness raising tools that promote awareness and training on how to observe when the line has been crossed (e.g., in terms of sexist bullying) and how to respond.

8 There is of course a risk that the uneven distribution of guidelines identified in relation to timing can be a result of our search strategy in which we primarily focused on primary prevention tools.

These observations display evidence of the lack of comprehensive sexist harassment prevention tools that meet all three purposes of guiding, mapping and awareness raising and address all three levels of prevention in terms of timing. One could then hope that workplaces will combine different tools and in that way be able to respond comprehensively to the prevention of sexist harassment. Yet, this will prove difficult in practice due to the severe lack of mapping tools and awareness raising tools. This calls for a diversification of sexist harassment prevention tools with respect to purpose and timing.

Nevertheless, in Appendix 3, we have empirically detailed the typological distribution of the existing prevention tools in terms of timing correlated with the dimension of purpose and target group. This offers interested Nordic workplaces (of care) an overview to orient themselves by when choosing the right combination of prevention tools, bearing in mind the limitations caused by the lack of mapping tools and awareness raising tools.

Correlating *timing* and target *groups*

Very much in line with research recommendations on the prevention of workplace sexist harassment (McDonald, Charlesworth, and Graham 2015; Carstensen 2016), the identified tools categorized as addressing primary prevention work have primarily the organisation as their target group, and less the individual. Accordingly, it can be argued that the existing prevention tools offer support to employers to comply with the legislative frameworks holding them legally responsible for ensuring a psychologically and physically safe work environment, particularly in Finland and Sweden. Important to note, as is evidenced in table 6 and detailed in appendix 3, half of the primary prevention tools target also individual managers and employees.

Prevention tools categorised as suitable for intervention measures (i.e., secondary prevention) target individual employers and employees to a much larger degree. Whereas as tools for resolving and conducting aftercare post reports of sexist harassment seems to be evenly targeting the individual and the organisational level.

Based on these typological observations, we may assert that existing Nordic workplace sexist harassment prevention tools are very much aligned with research recommendations. In that way, we may consider the pool of existing prevention tools an opportunity for workplaces to minimize the risk of individualising the prevention of workplace sexist harassment, and likewise stimulate effective organizational responses to sexist harassment (McDonald, Charlesworth, and Graham 2015; McDonald 2012).

However, since more than half of the identified tools target both the individual and organisational level, this leaves workplaces with the responsibility to acknowledge the importance of conducting sexist harassment prevention on an organisational level and prioritise collective actions.

In the identified tools, employees were referred to as either targets of sexist harassment or as bystanders witnessing sexist harassment. Yet, no tools seem to target individual perpetrators of sexist harassment.

6. A tools compass for workplace sexist harassment prevention

Informed by our mapping and typology of workplace sexist harassment prevention tools and acknowledging the importance of diversifying and combining sexist harassment prevention tools in order to create long lasting cultural change in the workplace, this chapter provides a tools compass for workplace sexist harassment prevention. As is evident in table 7, we have chosen to alter the order of the tool categories. We have done so to highlight the importance of awareness raising and documentation of sexist harassment in the workplace if cultural change is to take root as recommended by research.

The compass summarises reasons for choosing awareness raising tools, mapping tools or guidelines. Most often you will need to combine several tools to work comprehensively with the prevention of sexist harassment in the workplace. Each category of prevention tools offers guidance from the perspective of the employer and the employee, respectively.

See Appendix 2 for a detailing of the available awareness raising tools, mapping tools, and guidelines in Denmark, Finland, and Sweden, respectively.

AWARENESS RAISING

As an employer you will have tools to:

- develop awareness about SH
- recognize and identify SH
- further the dialogue on what is appropriate and inappropriate behaviour at the workplace
- promote openness, involvement, and collective responsibility at the workplace

As an employee you will have tools to:

- acquire knowledge of sexist harassment
- acquire knowledge of how to recognize SH
- create safe spaces to share experiences of SH
- acquire strategies for responding safely and adequately to workplace SH
- engage in collective work to prevent SH in the workplace

MAPPING TOOLS

As an employer you will have tools for:

- documenting and examining the prevalence of SH in the workplace
- mapping the work culture by using questionnaires, interviews, and reviewing routines, procedures, and policies
- generating data that can instigate SH prevention work

As an employee you will have data that:

- contextualises individual experiences of workplace SH
- may incite dialogue about SH in the workplace

GUIDELINES

As an employer you will have guidelines for:

- how to prevent SH
- how to intervene in situations of SH
- how to handle SH situations by following the legal protocols

As an employee you will have guidelines on:

- how to act in an SH situation
- what to do if you are subjected to SH
- what to do if your colleague is subjected to SH
- what your legal rights are in cases of SH

The Power Plays Tools Compass has been developed by the Power Plays researchers Marta Padovan-Özdemir and Helena Louhela.

Table 7: A tools compass for workplace sexist harassment prevention.

7. Conclusion

This research report's undertaking has been to go beyond research recommendations for the prevention of workplace sexist harassment, and, thus, contribute with a mapping and typology of existing workplace sexist harassment prevention tools in Denmark, Finland, and Sweden.

To deliver on this ambition, we theoretically elaborated a conceptual framework for understanding sexist harassment prevention. In short, sexist harassment entails any *act, visual representation, speech or writing or behavior and practice that demeans, offends, or creates hostility to a person because of their gender or sexuality*

- *which includes unwanted sexual attention or sexual violence*
- *with the purpose or consequence that the person's dignity or rights are violated/ exceeded with physical, sexual, psychological, or socio-economic damage/ suffering as a result*
- *and which create a toxic work environment and/or reproduce gender stereotypes*

Prevention of sexist workplace behaviour is determined by 1*) interventions prior to any harm or injustice having been identified or reported, 2) knowledge of sexist harassment, 3) meaningful involvement of all staff members, and 4) competences to act upon sexist harassment.*

Our subsequent assessment of the three national legal frameworks regarding prevention of sexist harassment in the workplace shows that the legal approaches to sexist harassment prevention to a wide extent reverberate research definitions and recommendations. In a comparative perspective, it is observed that work place sexist harassment prevention is addressed in different Acts: In Denmark and Finland, sexist harassment prevention is addressed in work environment Acts and equality Acts, whereas sexist harassment prevention figures under the Discrimination Act in Sweden, and in the Finnish Criminal Act. It is also clear that employer responsibilities are advocated much more strongly in Sweden and Finnish legal frameworks than in the Danish legal framework.

Holding the employers responsible has the advantage of securing legal compliance, whereas the (Danish) more collective approach holds the advantage of strengthening ownership among all workplace actors as a first step in engendering cultural change in the workplace. However, the downside of the latter approach seems to be that it somehow blurs the special responsibilities of the employers/managers in securing a safe and inclusive work environment.

Furthermore, we conducted an online snow-balling data collection and later mapped the identified prevention tools. A particular interest was invested in prevention tools targeting care work. However, during the data collection process we acknowledged that the field of workplace sexist harassment prevention tools is rather embryonic. This entails that most prevention tools target several branches and sectors, whereas only few target very specific branches/sectors. Thus, we chose to include all available prevention tools leaving us with 38 identified prevention tools, of which only 3 target care work exclusively. 19 Danish, 13 Finnish, and 6 Swedish prevention tools were identified.

The mapping shows that the prevention tools are authored by a variety of trade unions, public authorities, NGOs, and ad hoc initiatives. To a wide degree, the tools' definitions of sexist (or sexual) harassment are aligned with the respective national legal frameworks, yet in some cases adding extra dimensions to the understanding of sexist harassment in terms of e.g. verbal and non-verbal unwanted sexual attention.

Most prevention tools have the objective to instruct managers and employers on how to respond to reports of sexist harassment and train employees (understood as victims or bystanders) to respond effectively to situations of sexist harassment. Yet, as many of the identified prevention tools hold several objectives, we found that there still is bias towards primary prevention over secondary prevention in terms of intervening and resolving reports of sexist harassment. There are surprisingly few tools addressing tertiary prevention work in terms of e.g., aftercare.

The identified prevention tools target a mix of employers, managers, union representatives, work environment representatives, and employees. Especially in the Danish prevention tools, this seems to blur or even diminish the special responsibilities of the employers/managers, whereas the Swedish and Finnish prevention tools more explicitly hold employers and managers responsible for securing a safe work environment. This tendency mirrors the biases in the legal frameworks.

Among the genres of prevention tools, there is clearly an overweight of guidelines. Only a minor part of the identified tools displays dialogical exercises, and a few tools present information materials.

Typologising the mapped sexist harassment prevention tools according to the dimensions of purpose, target group, and timing enabled various comparative and correlating readings of the pool of identified prevention tools.

The typologising evidences a predominance of guidelines, whereas mapping tools are of the rarest sort, and awareness raising tools come in second in the pool of Danish, Finnish, and Swedish sexist harassment prevention tools. It is also clear that Finnish and Swedish prevention tools consist almost solely of guidelines, whereas the Danish prevention tools are much more diversified in terms of purpose.

Correlating purpose with timing, we found that mapping tools and awareness raising tools are primarily advised for primary prevention use, whereas guidelines are just as much assisting interventions (i.e., secondary prevention). Neither mapping tools nor awareness raising tools address tertiary prevention work in terms of resolving and aftercare, and only a few guidelines address this third dimension of timing.

When *correlating timing with target groups*, we were able to observe that tools addressing primary prevention primarily target the organization. Comparatively, tools for intervening in reports of sexist harassment target and responsibilise individuals to a wider degree. Tools for resolving and aftercare are more evenly targeting the organization and the individual. Since more than half of the identified prevention tools target both the organization and individuals, it seems important to note that this might constitute a risk for workplaces to fall into the trap of individualizing the prevention of workplace sexist harassment as warned about the research literature.

Accordingly, we recommend that future research and innovation on workplace sexist harassment prevention tools

- diversify and combine workplace sexist harassment prevention tools in terms of purpose and timing,
- clarify the roles and responsibilities at organisational and individual levels when preventing, intervening, and resolving workplace sexist harassment and,
- focus emphasis on developing anti-sexist harassment workplace cultures.

In sum, this research report contributes a detailed identification of 38 available sexist harassment prevention tools in Denmark, Finland, and Sweden. Based on this mapping, and theoretically informed, it also contributes a typology of workplace sexist harassment prevention tools. This typology serves both an analytical purpose recommended for future research use as well as a practical purpose translated into a tools compass for workplace sexist harassment prevention. This compass is recommended to be used by employers and employees as a navigation tool in the field of sexist harassment work in order to choose the right combination of tools and secure efficient 360-degree prevention in the workplace.

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Appendix 1: Descriptive overview of workplace sexual harassment prevention tools in Denmark, Finland, and Sweden

Name	Organisation that created the tool	Website URL	Objectives of the tool	Target group(s)	Target domain	Objectives addressed	Description/quote
Danish tools							
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace"
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace – Other: Sexual harassment in the workplace"
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace – Other: Sexual harassment in the workplace – Other: Sexual harassment in the workplace"
Finnish tools							
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work	Raising awareness, Providing information, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work"
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work/harassment-and-violence-at-work-0	Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work – Harassment and violence at work"
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work/harassment-and-violence-at-work-0/harassment-and-violence-at-work-0	Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work – Harassment and violence at work – Harassment and violence at work"
Swedish tools							
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace"
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace"
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo-0/trakasserier-och-krankande-arbetsmiljo-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace"

Name	Organisation that created the tool	Website URL	Objectives of the tool	Target group(s)	Target domain	Objectives addressed	Description/quote
Danish tools							
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace"
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace – Other: Sexual harassment in the workplace"
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace – Other: Sexual harassment in the workplace – Other: Sexual harassment in the workplace"
Finnish tools							
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work/harassment-and-violence-at-work-0	Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work – Harassment and violence at work"
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work/harassment-and-violence-at-work-0/harassment-and-violence-at-work-0	Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work – Harassment and violence at work – Harassment and violence at work"
Swedish tools							
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace"
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace"
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo-0/trakasserier-och-krankande-arbetsmiljo-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace"

Name	Organisation that created the tool	Website URL	Objectives of the tool	Target group(s)	Target domain	Objectives addressed	Description/quote
Danish tools							
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace"
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace – Other: Sexual harassment in the workplace"
Danish tools	Danish Centre for Gender, Equality and Diversity (Ministry of Children, Gender Equality, Integration and Social Affairs)	https://ligestilling.dk/ligestilling-og-ligebehandling-af-kon/ligestilling-og-ligebehandling-af-kon-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/seksuelle-krenkelser-paa-arbejdsmarkedet-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Sexual harassment at the workplace – Other: Sexual harassment in the workplace – Other: Sexual harassment in the workplace"
Finnish tools							
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work/harassment-and-violence-at-work-0	Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work – Harassment and violence at work"
Finnish tools	Occupational Safety and Health Administration (Finland)	https://www.ttl.fi/en/occupational-safety-and-health/harassment-and-violence-at-work/harassment-and-violence-at-work-0/harassment-and-violence-at-work-0	Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and violence at work – Harassment and violence at work – Harassment and violence at work"
Swedish tools							
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace"
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace"
Swedish tools	Swedish Work Environment Authority (Arbetsmiljöverket)	https://www.arbetsmiljoverket.se/arbetsmiljo-och-halsa/psykosocial-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo/trakasserier-och-krankande-arbetsmiljo-0/trakasserier-och-krankande-arbetsmiljo-0/	Raising awareness, Providing information, Providing guidance, Other: Offering a framework for dialogue and action	Employees, Employers, Other: Managers	Other: Workplace	Yes	"Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace – Harassment and other offensive conduct in the workplace"

Appendix 2: Purpose-focused distribution of prevention tools in Denmark, Finland, and Sweden

DENMARK

GUIDELINES	MAPPING TOOLS	AWARENESS RAISING
Arbejdsmiljøweb A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Branchefællesskabet for arbejdsmiljø, velfærd og offentlig administration.dk **Do something about abusive actions** Available: https://www.arbejdsmiljoweb.dk/media/ucob1bna/bfa-onepager-om-roller-og-apv-web.pdf [2021, 26-05-2022]. Clarifications of the different roles in an organization.	**KVINFO** KVINFO is Denmark's knowledge center for gender and equality. Kvinfo.dk **How to work effectively with sexism**. Available: https://kvinfo.dk/saadan-arbejder-du-effektivt-med/ It´s a more general description for all kinds of workplaces with three focus areas: 1. Mapping the work culture through questionnaires, interviews and reviewing routines, procedures and policies 2. Work with culture rather than the individual 3. Make the work on sexism and sexual harassment a central effort in the workplace.	**MEDST** The Danish Employee and Competence Agency under the Ministry of Taxation. It is the government "employers' organisation" and it acts as the agreement partner and as advisor for government workplaces on pay, management and personnel matters Medarbejder- og kompetencestyrelsen.dk **A questionnaire for sexual harassment** and **Action cards** for dialogue. Available: https://www.medst.dk/arbejdsomraader/seksuel-chikane/inspirationsmateriale-til-forebyggelse-kortlaegning-og-haandtering-af-seksuel-chikane/ [no-date, 26-05-2022] To great an open culture with norms and values that counteract insulting actions and SH.
Arbejdsmiljøweb A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Branchefællesskabet for arbejdsmiljø, velfærd og offentlig administration.dk **Prevent and handle offensive acts of a sexual nature.** Available: https://www.arbejdsmiljoweb.dk/media/mhsf-gxzv/bfa-kraenkendehandlingerafseksuelkarakter_web.pdf [2020, 26-05-2022]	**The Danish Institute for Human Rights** Institut for menneskerettigher.dk **A questionnaire about sexual harassment at the workplace** Available: https://menneskeret.dk/emner/koen-ligestilling/seksuel-chikane-paa-arbejdspladsen Examine the prevalence of SH among employees	**Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Branchefællesskabet for arbejdsmiljø, velfærd og offentlig administration.dk **Five films about abusive acts** Available: https://www.arbejdsmiljoweb.dk/trivsel/kraenkende-handlinger/fem-film-om-kraenkende-handlinger [no-date, 26-05-2022] To stimulate a dialogue about SH.
Arbejdsmiljøweb A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Branchefællesskabet for arbejdsmiljø, velfærd og offentlig administration.dk An example from the BFA - Industry Community for Working Environment for Service – Tourism: **Fact sheet – Prevent sexual bullying and dialogue films.** Available: https://bfa-service.dk/hvor-gaar-graensen/faktaark-om-sexchikane	**The National Research Center for Work Environment, the National Institute of Public Health, COWI and JobLife** The questionnaire: **Unwanted sexual attention in connection with your work.** Available: https://nfa.dk/da/Vaerktoejer/Sporgeskema-er/Sporgeskema-om-Uonsket-Seksuel-Opmaerksomhed-og-Chikane-paa-arbejdspladsen [2021, 26-05-2022] Mapping the prevalence of sexual abuse.	**Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Branchefællesskabet for arbejdsmiljø, velfærd og offentlig administration.dk **Flip-flap offensive actions** Available: https://www.arbejdsmiljoweb.dk/media/zympf-pi4/kraenkelser-flipflap_web.pdf [2021, 26-05-2022] To initiate a dialogue on the prevention and management of abusive acts
FOA A trade union and unemployment insurance fund. It´s members provide public services. Guidelines about preventing og act upon sexual harassment. Available: https://www.foa.dk/raad-regler/arbejdsmiljoe/psykisk-arbejdsmiljoe/sexchikane [no-date, 05.06.2022] How to act to prevent sexual harassment in the workplace	**MEDST** The Danish Employee and Competence Agency under the Ministry of Taxation. It is the government "employers' organisation" and it acts as the agreement partner and as advisor for government workplaces on pay, management and personnel matters Medarbejder- og kompetencestyrelsen.dk **A questionnaire for mapping the sexual harassment** and **Action cards** for dialogue. Available: https://www.medst.dk/arbejdsomraader/seksuel-chikane/inspirationsmateriale-til-forebyggelse-kortlaegning-og-haandtering-af-seksuel-chikane/	**COWI** National Institute of Public Health, The National Research Center for Work Environment and NIRAS COWI.dk **Sexual attention from citizens - guide to dealing with challenges in the work environment** Available: https://nfa.dk/da/Vaerktoejer/Andre-vaerktoejer/Seksuel-opmaerksomhed-fra-borgere [2018, 26-05-2022] To promote openness and involvement at the workplace through discussions and sharing experience with each other.
The Danish Working Authority **A guide for offensive acts, including bullying and sexual harassment.** Available: https://at.dk/regler/at-vejledninger/kraenkende-handlinger-4-3-1/#8-forebyggelse-af-kraenkende-handlinger,-herunder-mobning-og-seksuel-chikane Guide for concrete initiatives for prevention		**The Danish Working Authority** **The Limit** Available: https://at.dk/arbejdsmiljoeproblemer/psykisk-arbejdsmiljoe/kraenkende-handlinger/hvor-gaar-graensen/ Create awareness about SH through dialogue about "the limit" – when is something too much?
The Danish Working Authority **A good mental work environment – prevent sexual harassment** by the social partners* and the Danish Working Authority. Available: https://amr.dk/media/18640/pjece-seksuel-chikane-2020.pdf [2021, 26-05-2022] This paper addresses recommendations on how to prevent and deal with sexual harassment in the workplace.		**Crossing the line – kickstarter tool kit** **FUI-ligestilling. Mangfoldige faglige fællesskaber** Available: https://fiu-ligestilling.dk/en/tools-and-materials/crossing-the-line-a-kickstarter-kit/ Crossing the Line is a campaign which focuses on sexual harassment in the workplace. Use this kickstarter kit to put sexual harassment on the agenda and to allow for a discussion about when a line has been crossed.
The Danish Nurses Organization Dansk Sygeplejeråd.dk Available: https://dsr.dk/loen-og-arbejdsvilkaar/arbejdsmiljoe/psykisk-arbejdsmiljoe/seksuel-chikane [no-date, 26-05-2022] Advices for the employees, if a colleague is subjected to sexual harassment and for the leader.		
Arbejdsmiljøweb A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Branchefællesskabet for arbejdsmiljø, velfærd og offentlig administration.dk **Intervene - in the face of abusive acts of a sexual nature** Available: https://www.arbejdsmiljoweb.dk/media/5tcd5wph/bfa-grib-ind-overfor-kraenkelser-web.pdf The tool gives employees the skills to intervene and speak out in situations that may seem offensive.		
Active Strategies for Prevention and Handling Sexual Harassment Incidents – ASTRAP European Toolkits, Guides and Instruments to effectively implement intervention measures in preventing and handling sexual harassment in the world of work. For HR Managers, Gender Equality Officers and Employers.		

FINLAND

GUIDELINES	MAPPING	AWARENESS
The Finnish Union of Practical Nurses, SuPer. To guide how to act in SH situations and how to stop the harassment. Miten lähihoitajan tulee toimia, jos hän kohtaa työpaikalla seksuaalista häirintää? Seksuaalinen häirintä ei ole kos-kaan sallittua - SuPer verkkolehti (superlehti.fi) To guide how to act in SH situations and how to stop the harassment.	**Research and consultancy** Gustavsson M. 2018. Information package for those responsible for recruitment, management and corporate responsibility) **4 steps to change:** Ekvalita has developed a four-step change method that can be applied in all types of change processes to improve the conditions for real change. The information package prepared by FIBS and Ekvalita helps employers fight sexual and gender-based harassment and intervene in cases of harassment.	**Finnish Institute of Occupational Health (Työterveyslaitos)** Työpaikkakiusaamisen nollatoleranssi -verkkovalmennus | Työterveyslaitos (ttl.fi) Zero tolerance for bullying at the workplace – online training for management of the organisations.
The Union of Health and Social Care Professionals in Finland (Sosiaali-, terveys- ja kasvatusalan ammattijärjestö: TEHY) 2018_b3_seksuaalinen_hairinta_sosiaali-_ja_terveydenhuoltoalan_tyopaikoilla_id_11863.pdf (tehy.fi) This report is mainly presenting the result of a Survey of SH in in the social and healthcare sector. Yet is it suggesting guidelines based on the results.		
Service Union United PAM (Palvelualojen ammattiliitto) Sexual harassment - www.pam.fi Guidelines for the employee how to act if the harasser is a colleague and/or a customer.		
Finnish Journalist Union (Journalistiliitto) Stop harassment-guide: häirintä-seis-ohje.pdf (journalistiliitto.fi) Instructions for how to address and prevent sexual harassment at workplaces.		
The Finnish Union of University Researchers and Teachers (Tieteentekijät) Harassment in working life – Tieteentekijät (tieteentekijat.fi) • How to act when you face harassment in a working life • How to act if you experience harassment on social media or harassment related to private life		
YTY - Association for Managers and Professionals (Yksityisalojen Esimiehet ja Asiantuntijat YTY) Työpaikkakiusaaminen ja epäasiallinen kohtelu - ohjeet - YTY (Guidelines for a work place bullying and an inappropriate treatment at the workplace)		
Akava Special Branches [is a multidisciplinary trade union and service organisation with 22 independent member organisations.] (Akavan erityisalat). Miten tunnistan häirinnän tai epäasiallisen kohtelun ja kuinka toimin? - Akavan Erityisalat (How I can recognise harassment or innappriate treatment and how I can act?)		
Occupational safety and Health Administration in Finland (Työsuojelu) The general legal guidelines are collected to the website. Discrimination - Tyosuojelu.fi - Occupational Safety and Health Administration		
The Centre for Occupational Safety (Työturvallisuuskeskus) The purpose of this manual is to support workplaces in preventing and dealing with harassment and inappropriate treatment and in drawing up related procedures and guidelines. Available: TTK Preventing and Handling Inappropriate Treatment in the Workplace - Prevent and Intervene		
Ombudsman for Equality (Tasa-arvovaltuutettu) Harassment in the workplace | Ombudsman for Equality (tasa-arvo.fi) Guidance how to act by following the legal protocols in cases of a sexual harassment.		
Research and consultancy Joonas Miettinen (2019) Kysely seksuaalisesta häirinnästä ja seksismistä työelämässä (Survey on sexual harassment and sexism in working life) Microsoft Word - raportti_shs18 (ekonomit.fi) Includes guidelines what should workplaces and Trade Unions do to stop the sexual and sexist harassment.		

SWEDEN

GUIDELINES	MAPPING TOOLS	AWARENESS RAISING
TCO – Tjänstemännens centralorganisation. TCO (The Swedish Confederation of Professional Employees) comprises 12 affiliated trade unions. Sexuella trakasserier + verktyg Del Santa, Naiti & Schwarzenberger, Sonja. 2013. *Bryt tystnaden – en handbok om sexuella trakasserier.* TCO – Tjänstemännens centralorganisation. A handbook that contains definitions of what sexual harassment is, lots of examples from different professions, advice for those who have been subjected to sexual harassment, advice for employers - both preventive and reactive, and advice for union representatives.	**Prevent: sexuella trakasserier** The tool is developed by the non-profit organization Prevent, which is owned by the Confederation of Swedish Enterprise, LO and PTK and is developed by trade unions and employers together. https://www.prevent.se/sexuella-trakasserier/ Prevent. 2022. *Sexuella trakasserier på jobbet*. Prevent.se/sexuella-trakasserier/. Accessed 2022.06.03 Advice on what you as a manager can do if someone is subjected to sexual harassment. There is also a checklist to ensure that routines and guidelines are in place and a questionnaire to examine employees' experiences.	**Backa-initiativet:** An initiative by several student organizations and teachers unions: Sveriges Elevkårer, Sveriges Elevråd, Sveriges elevråd – SVEA, Lärarförbundet Skolledare och Sveriges Skolledarförbund. https://backa.org/ Backa. 2018. *Backa. Initiativet för en skola fri från sexuella trakasserier.* Backa.org/webbutbildning/ accessed 2022.06.01 Initiative for a school free from sexual abuse. Through raising awareness and concrete tools, the initiative wants to prevent sexual abuse in upper secondary and upper secondary schools.
Arbetsmiljöverket (The Swedish Work Environment Authority) Sexuella trakasserier + verktyg https://www.av.se/halsa-och-sakerhet/psykisk-ohalsa-stress-hot-och-vald/mobbning/sexuella-trakasserier/#1 A guide for how you as an employer can prevent sexual harassment based on the Work Environment Act and the Discrimination Act.		
Vision fackförbund – sexuella trakasserier Vision members' jobs involve management, developing and administrating welfare in private companies, municipalities, county councils and churches. Sexuella trakasserier + verktyg https://vision.se/Din-trygghet/Arbetsmiljo/Sexuella-trakasserier/ Vision. 2022. *Sexuella trakasserier.* Vision.se A collection of information to support if something happens in the workplace - aimed at different people in the workplace.		
Schysst stall! Schysst stall! 2022. *Schysst stall! Mot sexuella trakasserier i hästnäringen.* Schysststall.se/ https://www.schysststall.se/ An e-platform and a network. Decent stable educates and informs about sexual harassment. As an employer, you get tools to work preventively. As an employee or student, you will learn what demands you can make and where you can turn if you are exposed. For teachers, there is useful educational material.		
Prevent: sexuella trakasserier The tool is developed by the non-profit organization Prevent, which is owned by the Confederation of Swedish Enterprise, LO and PTK and is developed by trade unions and employers together. https://www.prevent.se/sexuella-trakasserier/ Prevent. 2022. *Sexuella trakasserier på jobbet*. Prevent.se/sexuella-trakasserier/. Accessed 2022.06.03 Advice on what you as a manager can do if someone is subjected to sexual harassment. There is also a checklist to ensure that routines and guidelines are in place and a questionnaire to examine employees' experiences.		

Appendix 3: Timing-focused distribution of prevention tools

DISTRIBUTION OF TOOLS FOR PREVENTION

Purpose	GUIDELINES			MAPPING TOOLS	AWARENESS RAISING	
Target group ***Timing***	**Individual**	**Individual & Organisation**	**Organisation**	**Organisation**	**Individual & Organisation**	**Organisation**
Prevention = prior reports of SH	**FOA** A trade union and unemployment insurance fund. It´s members provide public services. Guidelines about how to prevent sexual harassment in the workplace.	**TCO – Tjänstemännens centralorganisation** TCO (The Swedish Confederation of Professional Employees) comprises 12 affiliated trade unions. *** Del Santa, Naiti & Schwarzenberger, Sonja. 2013. *Bryt tystnaden – en handbok om sexuella trakasserier.* TCO – Tjänstemännens centralorganisation. A handbook that contains definitions of what sexual harassment is, lots of examples from different professions, advice for those who have been subjected to sexual harassment, advice for employers - both preventive and reactive, and advice for union representatives. *** **Finnish Journalist Union** Stop harassment-guide: Instructions for how to address and prevent sexual harassment at workplaces. *** **Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Do something about abusive actions *** **Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Fact sheet – Prevent sexual bullying and dialogue films. *** **The Danish Working Authority** A guide for preventing offensive acts, including bullying and sexual harassment. *** **The Danish Working Authority** A good mental work environment – prevent sexual harassment by the social partners and the Danish Working Authority. *** **Akava Special Branches** A multidisciplinary trade union and service organisation with 22 independent member organisations. How I can recognise harass-ment or innappriate treatment and how I can act?	**Arbetsmiljöverket** (The Swedish Work Environment Authority) A guide for how you as an employer can prevent sexual harassment based on the Work Environment Act and the Discrimination Act. *** **Arbetsmiljöverket** (The Swedish Work Environment Authority): A guide for how you as an employer can prevent sexual harassment based on the Work Environment Act and the Discrimination Act. *** **Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA) Prevent and handle offensive acts of a sexual nature. *** Active Strategies for Prevention and Handling Sexual Harassment Incidents – ASTRAP European Toolkits, Guides and Instruments to effectively implement intervention measures in preventing and handling sexual harassment in the world of work. *** **The Union of Health and Social Care Professionals in Finland** The report presents the result of a Survey of SH in in the social and healthcare sector and is suggesting guidelines based on the results. *** Joonas Miettinen (2019) Survey on sexual harassment and sexism in working life including guidelines what should workplaces and Trade Unions do to stop the sexual and sexist harassment. *** **The Centre for Occupational Safety** Preventing and Handling Inappropriate Treatment in the Workplace The purpose of this manual is to support workplaces in preventing and dealing with harassment and inappropriate treatment and in drawing up related procedures and guidelines. *** Schysst stall! 2022. *Schysst stall! Mot sexuella trakasserier i hästnäringen.* As an employer, you get tools to work preventively. As an employee you will learn what demands you can make and where you can turn if you are exposed.	**KVINFO** Kvinfo.dk How to work effectively with sexism. It´s a more general description for all kinds of workplaces with three focus areas: 1) Mapping the work culture through questionnaires, inter-views and reviewing routines, procedures and policies 2) Work with culture rather than the individual 3) Make the work on sexism and sexual harassment a cen-tral effort in the workplace. *** **The Danish Institute for Human Rights** Institut for menneskerettigher.dk A questionnaire to examine the prevalence of SH among employees. *** **The National Research Center for Work Environment, the National Institute of Public Health, COWI and JobLife.** The questionnaire for mapping the prevalence of sexual abuse: Unwanted sexual attention in connection with your work. *** **MEDST** The Danish Employee and Competence Agency under the Ministry of Taxation. Medarbejder- og kompetencestyrelsen.dk A questionnaire for mapping the sexual harassment and Action cards for dialogue. *** Ekvalita's 4 steps to change: To analyze the current situation of the organization and where resources should be allocated in preventive, equality and equality promoting and intervention work. *** **Prevent: sexuella trakasserier.** The tool is developed by the non-profit organization Prevent, which is owned by the Confederation of Swedish Enterprise, LO and PTK and is developed by trade unions and employers together. Advice on what you as a manager can do if someone is subjected to sexual harassment. There is also a checklist to ensure that routines and guidelines are in place and a questionnaire to examine employees' experiences.	**Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Flip-flap offensive actions: To initiate a dialogue on the prevention and management of abusive acts *** **Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Five films about abusive acts to stimulate a dialogue about SH. *** **MEDST** The Danish Employee and Competence Agency under the Ministry of Taxation. A questionnaire for sexual harassment and Action cards for dialogue. to create an open culture with norms and values that counteract insulting actions and SH. *** **COWI** National Institute of Public Health, The National Research Center for Work Environment and NIRAS COWI.dk Sexual attention from citizens - guide to dealing with challenges in the work environment to promote openness and involvement at the work place through discussions and sharing experience with each other. *** **The Danish Working Authority:** The Limit Create awareness about SH through dialogue about "the limit" – when is something too much? *** Backa-initiativet: An initiative by several student organizations and teachers unions: Sveriges Elevkårer, Sveriges Elevråd, Sveriges elevråd – SVEA, Lärarförbundet Skolledare och Sveriges Skol-ledarförbund. Through raising awareness and concrete tools, the initiative wants to prevent sexual abuse in upper secondary and upper secondary schools.	...

DISTRIBUTION OF TOOLS FOR INTERVENTION

Objective	GUIDELINES			MAPPING TOOLS	AWARENESS RAISING	
Target group ***Timing***	**Individual**	**Individual & Organisation**	**Organisation**	**Organisation**	**Individual & Organisation**	**Organisation**
Intervention = reacting to reports of SH	**Ombudsman for Equality** Guidance for the target of SH on how to act in following the legal protocols in cases of a sexual harassment. *** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). **Intervene - in the face of abusive acts of a sexual nature:** The tool gives employees the skills to intervene and speak out in situations that may seem offensive. *** **Arbejdsmiljøweb -** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). The tool gives employees the skills to intervene and speak out in situations that may seem offensive: Intervene - in the face of abusive acts of a sexual nature *** The Finnish Union of Practical Nurses, SuPer. To guide how to act in SH situations and how to stop the harassment. *** **Service Union United PAM** Sexual harassment - www.pam.fi Guidelines for the employee how to act in SH situations. *** **The Finnish Union of University Researchers and Teachers** Guidelines: – How to act when you face harrasment in working life –How to act if you experience harassment on social media or harassment related to private life *** Schysst stall! 2022. *Schysst stall! Mot sexuella trakasserier i hästnäringen.* As an employer, you get tools to work preventively. As an employee you will learn what demands you can make and where you can turn if you are exposed. *** **Vision fackförbund – sexuella trakasserier** A collection of information to support if something happens in the workplace.	**TCO – Tjänstemännens centralorganisation.** TCO (The Swedish Confederation of Professional Employees) comprises 12 affiliated trade unions. Del Santa, Naiti & Schwarzenberger, Sonja. 2013. *Bryt tystnaden – en handbok om sexuella trakasserier.* TCO – Tjänstemännens centralorganisation. A handbook that contains definitions of what sexual harassment is, lots of exam-ples from different professions, advice for those who have been subjected to sexual harass-ment, advice for employers - both preventive and reactive, and advice for union represen-tatives. *** **Finnish Journalist Union** Stop harassment-guide: Instructions for how to address and prevent sexual harassment at workplaces. *** **Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA). Do something about abusive actions *** **YTY - Association for Managers and Professionals** Työpaikkakiusaaminen ja epäasiallinen kohtelu - ohjeet - YTY Guidelines for a work place bullying and an innappropriate treatment at the workplace. *** **Akava Special Branches** A multidisciplinary trade union and service organisation with 22 independent member organisations. How I can recognise harass-ment or innappriate treatment and how I can act?	**Arbejdsmiljøweb** A website for the Industry Community for the Working Environment for Welfare and Public Administration (BFA) Prevent and handle offensive acts of a sexual nature. *** Active Strategies for Prevention and Handling Sexual Harassment Incidents – ASTRAP. European Toolkits, Guides and Instruments to effectively implement intervention measures in preventing and handling sexual harassment in the world of work. *** Active Strategies for Prevention and Handling Sexual Harassment Incidents – ASTRAP European Toolkits, Guides and Instruments to effectively implement intervention measures in preventing and handling sexual harassment in the world of work. *** **The Union of Health and Social Care Professionals in Finland** The report presents the result of a Survey of SH in in the social and healthcare sector and is suggesting guidelines based on the results. *** **The Centre for Occupational Safety** Preventing and Handling Inappropriate Treatment in the Workplace The purpose of this manual is to support workplaces in preventing and dealing with harassment and inappropriate treatment and in drawing up related procedures and guidelines.			**Crossing the line – kickstarter tool kit FUI-ligestilling. Mangfoldige faglige fællesskaber** Crossing the Line is a campaign which focuses on sexual harassment in the workplace. Toolkit is to put sexual harassment on the agenda and to allow for a discussion about when a line has been crossed. *** **Finnish Institute of Occupational Health** Zero tolerance for bullying at the workplace – online training for management of the organ-isations for intervening and addressing SH.

DISTRIBUTION OF TOOLS FOR RESOLVING

Purpose	GUIDELINES			MAPPING TOOLS	AWARENESS RAISING	
Target group ***Timing***	**Individual**	**Individual & Organisation**	**Organisation**	**Organisation**	**Individual & Organisation**	**Organisation**
Resolving = aftercare	**The Finnish Union of University Researchers and Teachers** Guidelines: – How to act when you face harrasment in working life – How to act if you experience harassment on social media or harassment related to private life *** Schysst stall! 2022. *Schysst stall! Mot sexuella trakasserier i hästnäringen.* As an employer, you get tools to work preventively. As an employee you will learn what demands you can make and where you can turn if you are exposed.	**TCO – Tjänstemännens centralorganisation** TCO (The Swedish Confederation of Professional Employees) comprises 12 affiliated trade unions. Del Santa, Naiti & Schwarzenberger, Sonja. 2013. *Bryt tystnaden – en handbok om sexuella trakasserier.* TCO – Tjänstemännens centralorganisation. A handbook that contains definitions of what sexual harassment is, lots of examples from different professions, advice for those who have been subjected to sexual harassment, advice for employers - both preventive and reactive, and advice for union representatives. *** **The Danish Nurses Organization,** Dansk Sygeplejeråd.dk Advices for the employees and the leader, if a colleague/staff member is subjected to sexual harassment *** **Occupational safety and Health Administration in Finland** The general legal guidelines are collected to the website *** **YTY - Association for Managers and Professionals** Työpaikkakiusaaminen ja epäasiallinen kohtelu - ohjeet - YTY Guidelines for a workplace bullying and an innappropriate treatment at the workplace. *** **Vision fackförbund – sexuella trakasserier** A collection of information to support if something happens in the workplace.	**Prevent: sexuella trakasserier** The tool is developed by the non-profit organization Prevent, which is owned by the Confederation of Swedish Enterprise, LO and PTK and is developed by trade unions and employers together. Advice on what you as a manager can do if someone is subjected to sexual harassment. There is also a checklist to ensure that routines and guidelines are in place and a questionnaire to examine employees' experiences. *** **The Centre for Occupational Safety** Preventing and Handling Inappropriate Treatment in the Workplace The purpose of this manual is to support workplaces in preventing and dealing with harassment and inappropriate treatment and in drawing up related procedures and guidelines.			