

THE FINNISH GAME INDUSTRY Code of Conduct

April 3rd 2018

The Finnish Game Industry is committed to keeping our community safe for everyone and has a zero-tolerance policy on harassment in all of its forms. This code of conduct covers the workplace and game industry related events and is also applicable to game education.

The aim of this Code of Conduct is to make sure that the individuals working in or related to the Finnish game industry are aware and committed to fighting against sexual and other forms of harassment and are aware of Finnish laws and regulations concerning these matters.

HARASSMENT INCLUDES, BUT IS NOT LIMITED TO:

1. Sexual harassment
2. Repeated threats and bullying
3. Intimidation and belittling
4. Sexually charged comments
5. Derogatory and mocking speech

IN GENERAL:

- ✓ **BUILD SAFETY:** Physical, mental and sexual safety and comfort is a basic right for everyone in the Finnish Game Industry and it should be emphasized by all the individuals working in or in any way related to the Finnish Game Industry.
- ✓ **FIGHT HARASSMENT:** Harassment, or tolerance of harassment of any kind, harms us and our industry, limits our craft and violates this Code and Finnish laws.
- ✓ **IT IS YOUR RESPONSIBILITY:** Everyone has a responsibility to influence the safety of the Finnish Game Industry by following this code of conduct and intervening to stop any harassment at work or work related events.
- ✓ **POWER MEANS MORE RESPONSIBILITY:** Note that especially abusing a work related position of social or professional power to conduct any of the harassment mentioned above is highly unethical and directly violates this Code of Conduct.

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FOR INDIVIDUALS / EMPLOYEES

If you have been harassed:

INFORM: If you experience harassment, inform the person conducting it that you do not accept their behaviour.

IF NEEDED, ASK FOR HELP: You can also ask for help from your manager or other employer representatives, HR managers or occupational health and safety representatives.

TAKE NOTES: Be ready to explain the situation (what happened, when, where, who harassed you, were any other people present).

CONTACT EMPLOYER'S REPRESENTATIVE: Primary points of contacts in case of harassment are: **Manager, HR-manager and occupational health and safety representative (työsuojeluvaltuutettu)**

DEMAND RESPONSIBILITY: According to Finnish law, the employer is obligated to investigate every harassment case.

GET EXTRA SUPPORT: If the employee does not want to discuss the matter within the company or needs extra support, it is also possible to directly contact your occupational health care service provider (työterveyshuolto). Occupational health care is obligatory for all companies regardless of size, and if the employee so wishes they have methods of intervening. Occupational health care workers are under strict professional confidentiality so no intervention is done / no information is passed to the employer without permission from the employee.

ASK FOR PREVENTIVE MEASURES: Employers should actively monitor whether harassment at the workplace exists and take the initiative to intervene in a manner outlined in the company policy.

If you are accused of harassment:

LISTEN: Listen to the person / manager explaining the situation to you.

BE CRITICAL OF YOURSELF: Try to assess your behaviour as objectively as possible and also from the perspective of the other party.

EXPLAIN: Explain your own point of view.

APOLOGISE: Be ready to apologise.

BE THE SOLUTION: Discuss possible ways of resolving the situation.

The accused can also discuss the situation with the aforementioned employer representatives.

FOR WORKPLACE / EMPLOYERS

IT IS YOUR RESPONSIBILITY TO TAKE ACTION: Physical, mental and sexual safety and comfort, is a basic right for everyone and it is the responsibility of the employer to guarantee it for each employee.

TAKE IMMEDIATE ACTION: Harassment is easier to resolve when it is detected early.

BE FAIR: Fair treatment of employees at all levels, whether full time, part time, temporary or student employees, is required for our operation at a professional standard.

INVESTIGATE ALL CASES: According to Finnish law, the employer is obligated to investigate each harassment case.

HAVE A PLAN: If any employee notifies you about harassment, the employer is obligated to:

1. Intervene in any and all workplace harassment.
2. Objectively examine the case by discussing it with both parties
3. Take necessary actions to solve the situation and ensure that the harassment does not continue.
4. If the harassment continues despite all the actions taken, employer has a right to take disciplinary action specified by Finnish law.

FOR EVENTS

There are many work related free form events in the game industry. It is very important for everyone to understand the responsibility of your position as an industry professional.

READ THE CODE OF CONDUCT: Do not break the code of conduct.

INTERVENE: Intervene or/and report if you witness something that violates this code of conduct.

FIND THE CONTACT PERSON: All event organizers are advised to clearly identify the person(s) who can be contacted in case any form of harassment takes place.

DEMAND RESPONSIBILITY: In case of harassment, event organizers should have a clear plan how to intervene and what actions will be taken.