



CBK Code of Conduct- Offensive behavior



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1. Purpose

The CBK Code of Conduct on Offensive Behavior serves as a guiding framework to foster a work environment rooted in respect, inclusivity, and well-being. This code is designed to address offensive behavior comprehensively and provide a foundation for maintaining a positive workplace culture.

1.1 Importance of Ethical Conduct

At CBK, ethical conduct is a cornerstone of our operations. Upholding ethical behavior in our interactions and activities is of paramount importance. Our commitment to adhering to this code reinforces our dedication to ethical practices, and maintaining the highest standards of behavior.

1.2 Upholding a Respectful Culture

We recognize that fostering a respectful culture is essential for the success of CBK. The code emphasizes the significance of respecting every individual's dignity, irrespective of their role, background, or position within the organization. Upholding a culture of respect contributes to a harmonious and productive workplace.

2. Policy Statement

Offensive behavior, encompassing a range of undesirable conduct such as sexual harassment, bullying, and violence, is strictly prohibited within CBK. This policy underscores our stance against any form of offensive behavior and outlines our collective responsibility in preventing and addressing such incidents.

2.1 Commitment to Inclusivity

Our commitment to inclusivity and diversity is integral to the policy statement. We are committed to creating an environment where everyone feels valued and appreciated, regardless of their gender, race, background, or beliefs. This policy reinforces our dedication to embracing differences and promoting an inclusive workplace.

2.2 Collective Responsibility

Every member of CBK, regardless of their position, holds a shared responsibility in preventing and addressing offensive behavior. This principle emphasizes that creating a respectful and safe workplace is a collaborative effort, and each individual's actions contribute to the overall culture.

2.3 Empowering Reporting

This policy encourages individuals who experience or witness offensive behavior to come forward and report the incident. The policy ensures that reporting avenues are accessible, confidential, and supportive, allowing individuals to share their concerns without fear of retaliation.



2.4 Adherence to Legal and Ethical Standards

CBK's commitment to ethical conduct aligns with legal and regulatory requirements. The policy reaffirms our dedication to complying with all applicable laws and regulations related to offensive behavior and workplace conduct.

2.5 Consistent Consequences

The policy underscores the consistent application of consequences for offensive behavior. This approach ensures fairness and transparency in addressing incidents and reinforces the importance of accountability.

2.6 Promotion of a Positive Work Culture

By outlining our policy on offensive behavior, we aim to maintain a positive and productive work culture where individuals can thrive professionally and personally. This policy reinforces our commitment to providing a respectful and safe environment for all CBK members.

3. Definition

Offensive behavior encompasses conduct that degrades or humiliates others, including bullying, sexual harassment, and violent behavior. We reject such behavior in all forms.

4. Guidelines

4.1 For Individuals Experiencing Offensive Behavior

If you experience offensive behavior, report it promptly. Offenders often perceive situations differently from victims. The alleged offender should respect your objections. If the behavior persists, involve your manager or relevant parties. Preserve evidence and, if comfortable, address the alleged offender directly.

4.2 For Colleagues Observing Offensive Behavior

Address offensive behavior when witnessed and support victims. Only address the alleged offender if requested by the victim. If the behavior continues, involve your manager after obtaining the victim's consent. Respect colleagues' reservations about actions or statements.

4.3 For Union or Health and Safety Representatives

Respond swiftly to suspected or reported offensive behavior. Prioritize supporting victims and intervene where necessary. Report severe cases promptly to management.

4.4 For Managers

Treat reports of offensive behavior seriously and take immediate action. Communicate the unacceptability of such behavior and initiate appropriate responses.



5. Procedure

Report offensive behavior to your manager or relevant higher authorities. In cases involving managers, higher management, health and safety representatives, or HR should be contacted. A comprehensive investigation will occur, including interviews with involved parties.

6. Consequences

Offenders will face appropriate consequences, ranging from warnings to dismissal based on the severity of the offense.

7. Conclusion

Managers are encouraged to facilitate discussions within teams to prevent offensive behavior and promote a respectful environment.

8. Inquiries

For queries about this Code of Conduct on Offensive Behavior, contact your manager or HR in Eltek Holding AS.

Adopted by CBK August 2023