



The maritime working environment calendar

About the calendar

The Swedish Shipowners' Association calendar for a better working environment aims to increase knowledge and provide inspiration for how leaders and employees can contribute to a better working environment and prevent harassment and abusive discrimination. The content is produced by the Swedish Shipowners' Association Equal treatment group and reference group with onboard employees. Several of the images and suggestions for content have also been received from those active in shipping.

If you have never talked about these topics in your work group or workplace, it may feel uncomfortable at first. Maybe you or someone else will want to joke when you talk about these topics and it is important to have fun in the workplace and it is perfectly okay to laugh together, even when talking about difficult topics. Just remember not to do it at someone else's expense. Perhaps the most important word to have with you when you take on this calendar is "kindness". We humans are social beings and need friendship and confirmation at work. Showing respect and consideration is more effective than anger/condescending behavior for us to be motivated and productive. Just such a simple thing as asking how a colleague is feeling and really listening to the answer is fundamental to a good work environment.

Some activities in the calendar may be better suited to a certain workplace, but then try to see it as a challenge to try to adapt the activities to your particular workplace. Additional materials are available in Swedish Shipowners' website.

Feel free to take photos of the activities you do in the calendar and spread with the hashtag #onboardfun
Good luck!

Discussion of the month

Do exercise 1 in Swedish Shippers' Association discussion material – "The pleasant workplace". Sit in the work group, individually write three words that describe a pleasant workplace. For example, what do you think describes a workplace that is good and pleasant? Then gather everyone suggestions and agree on three words that best describe a pleasant workplace.

Discuss:

- What do we mean by the words? What do they stand for?
- Can the words describe our workplace?
- If not, what should we do to get there?

Activity of the month

Arrange a quiz! Do your own or Swedish Shipping's digital quiz together - available here: sweship.se/kalender.

We will send a prize to the winner!

Challenge of the month

Give praise to a colleague for something she/he/they did well!

January

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Discussion of the month

Begin exercise 2 in Swedish Shipowners' discussion material - "We are each other's work environment"

Discuss:

- What is harassment?
- What is sexual harassment?
- What's offensive special treatment?
- What are the definitions of discrimination and what do they mean?

Activity of the month

Cook a three-course dinner together! Let three different groups be responsible for three different dishes and choose a theme for each dish and group.

Or:

Invite another department for study visits to your own department and drink some coffee!

Challenge of the month

Tell a colleague what you appreciate about them.

February

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Discussion of the month

Continue exercise 2 in the discussion material - "We are each other's work environment".

Discuss:

- Who decides if something is offensive or not?
- Where is the limit for what is perceived as offensive or not?
- How can you talk / discuss without people feeling offended?
- What can you do as a work colleague when you see that another colleague is unwell?
- What can you do concretely to prevent harassment and abusive discrimination in your workplace?

Activity of the month

Challenge your colleagues in the ship games! A pentathlon that can easily end with a dinner where the winner is crowned. Feel free to find your own branches.

Examples of branches:

- Thread nut
- Build a tower
- Ball throwing
- Arm hook relay

Challenge of the month

Write three notes and leave anonymously to three different colleagues about something good that they have done.

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Discussion of the month

Do exercise 3 in Swedish Shipowners' discussion material "What behaviors?".

The leader writes up discussion questions on the board.

Discuss:

- What behaviors in our working group should we nurture and preserve and / or develop and strengthen?
- What behaviors should we watch out for in our work group?
- What behaviors should we get rid off?
- What new behaviors could strengthen our work community to a better work environment?

Activity of the month

Arrange a movie night / movie day / movie morning or watch the same movie individually depending on what suits you best. Make snacks and rate the film afterwards.

Challenge of the month

Help a colleague with a problem or challenge.

April

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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Discussion of the month

Do exercise 4, "Jargon", in Swedish Shipowners' discussion material.

Write a word or sentence on a post-it note how you experience the jargon in your workplace.

Discuss:

- How can you keep what is good with the jargon and work out the few things that are negative?
- What is the key to your positive jargon?
- How are you going to preserve it?

Activity of the month

Paint a large painting together using what is on your workplace - the painting does not have to contain only paint ...

Challenge of the month

Write a note with three good things about yourself.

May

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Discussion of the month

Start exercise 5 in Swedish Shipowners' discussion material "Act as an employee".

The participants each receive a post-it note and a pen. Every participants answers the questions individually or in small groups. Write down an answer on each question. Then discuss what you written with the entire group.

Questions:

- What behaviors in our working group should we nurture and preserve and / or develop and strengthen?
- What behaviors should we watch out for in our work group?
- What behaviors should we get rid off?
- What new behaviors could strengthen our work community to a better work environment?

Activity of the month

Make a music video together - vote on which song to use. Publish and use the hashtag #seafarersmusicvideo.

Best music video will win a prize!

Challenge of the month

Tell three colleagues what you appreciate about them.

June

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
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Discussion of the month

Continue exercise 5 in the discussion material; "Act as an employee".

The participants each receive a post-it note and a pen. Answer the questions individually or in small groups. Then discuss what you have written with the entire group.

Questions:

- How do you show that a behavior is not okay?
- If you see a colleague being treated badly, what can you do in that situation?
- What can you as an employee do to support a colleague who has been treated badly and is not feeling well?

Activity of the month

Play Charades competition! The players are divided into two teams. Each team goes to its own room and comes up with names of movies, songs, books, TV shows, plays and famous phrases or quotes that the members of the other team have to illustrate with gestures. They write their choices (as many as there are members of the opposing team - more if there is time) on small pieces of paper, fold them and return to the game room. One person is appointed timekeeper. Each person has two minutes to convey the charade to their team.

Challenge of the month

Write down how you would like to be perceived by your colleagues.

July

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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Discussion of the month

Begin exercise 6. in the Swedish Shipowners' discussion material; "Confirmation Techniques".

There are different confirmation techniques:

- Visibility
- Respect
- Inform
- Consideration
- Affirm yourself and others

Discuss:

- What can we do together to increase the use of confirmatory technology made visible in our workplace?
- What can I do myself to increase the use of confirmatory technology in my workplace?

Activity of the month

Make get-to-know-each other-bingo.

Copy a game piece to all participants with statements that the participants may have made.

Mingle around and ask each other for statements. Enter the name if the statement matches.

The one who first gets all the boxes in a row filled in shouts "BINGO".

Challenge of the month

Write a note to someone you think has done something nice in the past year.

August

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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29	30					

Discussion of the month

Continue exercise 6. "Confirmation Techniques"

There are different confirmation techniques:

- Visibility
- Respect
- Inform
- Consideration
- Affirm yourself and others

Discuss:

- What can we do together to increase the use of the "respect" confirmation technology in our workplace?
- What can I do myself to increase the use of this confirmatory technology in my workplace?

Activity of the month

Time for autumn quiz! Find the quiz here: sweship.se/kalender.

We send a prize to the winner!

Challenge of the month

Tell a person you have not already said what you appreciate about them, preferably someone in another department.

September

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Discussion of the month

Continue exercise 6.
"Confirmation Techniques"

There are different confir-
mation techniques:

- Visibility
- Respect
- Inform
- Consideration
- Affirm yourself and others

Discuss:

- What can we do together to increase the use of the "inform" confirmation technology in our work-
place?
- What can I do myself to increase the use of this confirmatory technology in my workplace?

Activity of the month

Do a baking competition -
join forces and bake the best
cake. Select the winner by
doing a blind test.

Challenge of the month

Write or say something to
yourself that you think you
are good at.

October

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

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Discussion of the month

Continue exercise 6.
"Confirmation Techniques"

There are different confirmation techniques:

- Visibility
- Respect
- Inform
- Consideration
- Affirm yourself and others

Discuss:

- What can we do together to increase the use of the "consideration" confirmation technology in our workplace?
- What can I do myself to increase the use of this confirmatory technology in my workplace?

Activity of the month

Celebrate something or someone by a surprise party / coffee / dinner.

Challenge of the month

Ask at least three colleagues how they are doing.

November

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30



Discussion of the month

Continue exercise 6.
"Confirmation Techniques"

There are different confirmation techniques:

- Visibility
- Respect
- Inform
- Consideration
- Affirm yourself and others

Discuss:

- What can we do together to increase the use of the "affirm yourself and others" confirmation technology in our workplace?
- What can I do myself to increase the use of this confirmatory technology in my workplace?

Activity of the month

Appoint secret santas and arrange a day when christmas gifts are handed out.

Challenge of the month

Write something nice about each colleague and wrap it in packages - give as a Christmas present if you leave before the holidays.

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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12	13	14	15	16	17	18
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Seaman service

The Swedish Maritime Administration's Seaman Service works hard to ensure that you as a seafarer have the opportunity to an active and meaningful spare time!

We are happy to offer both exercise and culture, all for increased well-being and stronger cohesion on board. In our SeaSportal, you can log your training or take part in one of our arranged competitions. Through the Seamen's Library, we offer new books, both in physical and digital form. If you want to watch a movie, we are happy to help you through our service.

Read more about us and our seafarer clubs and everything else on seatime.se

See you soon!

Best regards,
Seaman service

