



## PROCEDURE

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Decision maker: Anita Hansbo, acting CEO

### **Procedure for dealing with harassment and discriminatory treatment**

#### Purpose:

This routine supplements the university's work environment policy and includes a clarification of what what is meant by harassment and discriminatory treatment and what routines should be applied in the event of such discrimination.

In addition, this routine also describes the way cases of harassment, sexual harassment and other forms of discrimination against an individual student, doctoral student or employee should be handled.

#### **What is meant by harassment and discriminatory treatment?**

**Discriminatory treatment** means to act towards or speak to others (an individual or a group) in a negative or abusive way so that they are treated differently from others and risk being excluded from the college community. Discriminatory treatment can take place through face-to-face meetings and also via email, SMS and social media.

**Harassment** means offensive behaviour that is related to the statutory forms of discrimination. This also includes sexual harassment.

Concrete examples of discriminatory treatment are being ignored, being called by nicknames, being excluded from meetings that you should be allowed to attend, not being given access to information that you need, being unfairly accused of things, being called offensive names. Words such as 'incomprehensible', 'miserable', 'unpleasant' or 'unjust' can be used to describe the feelings aroused by such discrimination or harassment.

Concrete examples of harassment are calling people from certain ethnic groups by derogatory names, subjecting people to unwanted touching or sexual comments, sharing images with racist overtones without any justification based on the content and purpose of the education. The statutory seven forms of discrimination provide more examples.

Discriminatory treatment is serious, especially if it goes on for a long time, because it is very stressful for the person affected. In the worst case, it can lead to serious mental illness. Whatever form it takes,

discriminatory treatment must be considered a work-environment issue. Harassment and other forms of discriminatory treatment simply cannot be accepted at EHS.

### **If you suspect harassment or discriminatory treatment**

- *Speak up.* Tell the person responsible for the abuse that you are experiencing their behaviour as harassment or discriminatory treatment and demand an end to it. If it is difficult to speak up, you can ask someone else to help. It can also be done in writing.
- *Talk to others and seek support,* for example from a trade union representative at the workplace or from a representative of the student union.
- *Keep a diary.* It is good to keep notes with dates, times, places, the names of any witnesses, and to carefully describe the behaviour that you perceive as harassment or discriminatory treatment. These notes can be a good support if the events are reported to the university's management.

### **If someone witnesses harassment or discriminatory treatment**

An employee who believes that discriminatory treatment is taking place – whether they are the victim or know someone else who is affected by it – must inform the line manager of the person who has been discriminated against. If the line manager is the person responsible for the discriminatory treatment, it should be reported to the president, or to a trade union representative or to the safety representative who in turn must pass on the information to the president, or, if the report concerns the president, to the chairman of the board.

A student who believes that discriminatory treatment is taking place – whether they are the victim or know someone else who is affected by it – must inform the head of the department where the victim of the discriminatory treatment studies. If the head of department is the person responsible for the discriminatory treatment, you should instead contact the president, or, if the president is the person responsible, to the chairman of the board.

Information about the person responsible for the discriminatory treatment must be passed on to their line manager, or if it concerns a student, to the head of the department in which they study.

The information provided must be handled with as much respect as possible for the people involved and it should not be disseminated to a larger circle than is necessary for the university to implement the measures needed to put an end to the abuse.

### **Routine and division of responsibilities within the university management**

When a case of discriminatory treatment comes to management's attention this must not be ignored. There is no need for a report from the victim in order to take action.

*Support should be given to those who consider themselves vulnerable and cases should be followed up until it is certain that the abuse has stopped.*

A manager who knows or has received information that discriminatory treatment has occurred has a responsibility for ensuring that the victim is offered support and help, and for following up to ensure that the discrimination has actually come to an end.

The duty of follow-up applies until the abuse has ceased, even if the matter is being handled by others. If, during follow-up, it becomes apparent that the abuse is continuing, the matter must be reported to the president (or if the president himself is accused, to the chairman of the board).

#### *Talking to the accused person*

The manager responsible for an employee or a student who is accused must give them an opportunity to explain their conduct in a private conversation.

If it appears during the conversation that the accused has behaved in an unacceptable way, the manager must make it clear that such behaviour must stop immediately.

If, after the conversation, it is unclear whether harassment and discriminatory treatment have occurred, or if there are other reasons to investigate the matter further, the matter must be reported to the president (or if the president himself is accused, to the chairman of the board) for investigation.

#### *Investigation of the matter*

The president (or if the president himself is involved, the chairman of the board) must, after a complaint has been received, carry out a review of the case. All parties involved have the right to have someone with them to support them during the process.

The review must

- clarify who has been involved,
- give those involved the opportunity to explain themselves
- hear from any witnesses
- compile an accurate account of what has happened
- assess whether the accused has behaved in an unacceptable way in the light of the university's prohibition against harassment and discriminatory treatment.

The information that emerges during the review must be treated with as much respect as possible for the people involved and must not be spread to a larger circle than is necessary for the university to be able to implement the measures needed to stop the abuse.

#### *Take measures to stop the violations*

If the review determines that discriminatory treatment has occurred, action must be taken without delay. Actions shall always be focused on the abuser, not at the person who has been abused.

An employee who has harassed or treated someone in a discriminatory way must be informed without delay by his/her line manager that their behaviour will not be tolerated and must stop immediately.

In the same way, a student who has harassed or treated someone in a discriminatory way must be informed without delay by the head of department that their behaviour will not be tolerated and must stop immediately.

If such conversations are not enough to stop the behaviour, further measures must be taken. The president is responsible for ensuring that this happens. If the perpetrator is an employee, the measures must follow the appropriate workplace law. If the perpetrator is a student, the measures must comply with the university's rules for disciplinary action.