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Actions to be taken upon the occurrence of sexual harassments and gender insults

Decided upon by the department board at the Department of Economics on December 13, 2018

The objective is that **no** sexual harassments or insults because of gender must take place at the department. According to law, the department is obliged to investigate all cases of suspected sexual harassments. The Head of Department is responsible for this.

If you have been subjected to sexual harassments or insults of gender, it is important to solve the problem as soon as possible.

If you are a student, please contact an [employee at the department](#) or the Student Services.

If you are an employee, please inform the Head of Department, alternatively the Deputy Head of Department, the Head of Administration, the Deputy Head of Administration, or Human Resources.

- **Write down time and place, what happened, what was said and how you felt.**
Your notes may be source document and valuable in case of an investigation.
- **Tell about the occurrence to someone that you trust.**
- **Make sure that the person who exposes you to sexual harassments is being informed** about your experience of the behaviour as inappropriate and that you want it to stop. This will be valuable in a future investigation. Also, ask someone that you trust to be present when you talk to the person that you feel has harassed or insulted you. Alternatively, ask someone else to talk to him or her together with a witness.

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Advice and support

If you seek advice without investigation in the first place – as a student you contact the Student Union or the Student Health Unit. As an employee you contact the safety representative, the union or the Health Care provider.

Investigation and actions to be taken

The department is obliged to support a student or an employee who feels being a target of insult. Action to be taken will be assessed in each single case. Serious incidents must be reported to the police. Nothing will be done without permission from the person who feels being a target of insult. If a student or an employee reports an insult and regrets it and/or doesn't want to proceed with a report, he or she informs the Coordinator for Equal Treatment about the case. The Coordinator for Equal Treatment files all documentation of all incidents, primarily by own notes. All cases that actually lead to a report must be filed in the diary.

Examples of how we usually take action in a case of insult/harassment:

1. A confidential conversation will take place between the person who feels subjected to insult together with the Coordinator for Equal Treatment and the Head of Department. We recommend you to bring a person in whom you trust in this meeting.
2. The Head of Department will, after agreement with the person who feels subjected to insult, contact the person pointed out as harasser and inform about the department's view on insulting behaviour and that the current behaviour is unwanted.
3. A report is filed to the Head of Department. The case must be handled immediately and with discretion. When the Head of Department becomes aware of an insult, he or she must initially assess what kind of action is appropriate. Also, actions for amelioration of the work / study environment must begin. The Head of Department informs regularly Coordinators for Equal Treatment and the Leading group about current cases. Disciplinary actions may be taken against students who subject a fellow student or employee to sexual harassment. The Head of Department may decide about certain disciplinary consequences; however, suspension of a student must be treated in the disciplinary committee. If an employee feels subjected to harassment, the case must be reported to Human Resources.
4. Possible consequences for employees: warning, wage deduction, dismissal. Possible consequences for students: warning, suspension a certain time. If the case has been reported to the police, "brottsbalken" (law) applies (1962:700).
5. A follow-up conversation must take place for the person who has been exposed. The Head of Department is responsible for this.

Examples of insults because of gender:

- to ignore persons because of gender and by that not take their actions or comments in consideration
- to freeze out or ridicule someone because of gender
- to withhold information from someone because of gender
- to oppose persons in their work or in their studies because of their gender
- depreciating remarks or jokes with allusions to gender
- unwelcome comments or jokes with sexual meaning
- undesirable physical contact
- undesirable comments about appearance or private life
- porn material in the work area/study place
- inquiry about sexual favours in exchange of reward or as a threat of punishment
- reprisals as a consequence of denied attention
- pressures of sexual dealings