

Plan for equal rights and opportunities for  
students at the Institution for Geological  
sciences 2017-2019

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## INTRODUCTION

According to Stockholm's University's (SU) plan for equal and opportunities, every institution at the university must have a plan of action with objectives for equal rights and opportunities for students at first level and advanced level. The institution's work will aim at achieving the university-wide goals set out in the University's equal and opportunities policy, as well as implementing actions specifically adapted to the circumstances of each institution in laws and regulations.

At the university level, the Student Department follows up both university-wide work and the institution's work on equality regarding students and applicants annually. The follow-up of the institutions' work is done through a web-based posting to prefects. The principal makes a decision on any action regarding on the outcome of the follow-up. The follow-up is available on the university's website, [www.su.se/jamlikhet](http://www.su.se/jamlikhet) when it is added to the Plan for Equal Rights and Opportunities.

The institution's plan for equal rights and opportunities has been developed on the initiative of the Working Environment Council (AMR) at the department of Geological Sciences (IGV). The document has been sent to all employees at IGV for opinions before it is evaluated by the Board of Directors. The plan will last until 2019 and will then be reviewed annually by AMR. The board of IGV shall decide any changes to the content of the plan.

## 1. ACTION PLAN FOR EQUAL RIGHTS AND OPPORTUNITES AT IGV

According to Stockholm University's Equal Rights and Opportunities Plan 2017-2019, all institutions must have a plan of action based on the discrimination grounds under the Discrimination Act. The following is a description of the measures that the Su and IGV have decided upon and which are linked to these areas. In parentheses, if the initiative is derived from the SU Equality Plan or if the initiative has been initiated by IGV. The objectives below refer to students at advanced level and research level.

### Work conditions

1. The institution shall work to ensure that working conditions are suitable for all students regardless of gender, ethnicity, religion or other beliefs. (SU).
  - a. The IGV will work for an open and tolerant study environment.
2. The IGV will continue to have the world as a recruitment base for students. (IGV).
3. The department will work for students to reconcile acquisition and parenting (SU).
  - a. The IGV will continue to have a positive view of parental leave and work to enable individual wishes (IGV).
4. The Department shall work to facilitate students with disabilities to conduct their studies (SU).
  - a. Through contacts with the Student Department, IGV will continue to work in order for students with disabilities to be able to carry out their studies on the basis of their conditions (IGV).
  - b. The IGV shall work to ensure that the teaching facilities, information and activities are accessible to people with disabilities (IGV).
5. The IGV shall carry out a student survey and take any action related to this (IGV).

## **Harassment, sexual harassment and discrimination**

6. The institution shall take measures to prevent discriminated against students, sexual harassment or harassment related to gender, gender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age (SU).
  - a. In order to prevent sexual harassment, IGV shall seek representation of employees of both sexes in situations that a student might perceive particularly vulnerable (IGV).
  - b. In order to prevent any time of harassment, IGV shall strive for increased knowledge and awareness regarding the discrimination act.
  - c. If you experience any type of harassment, please contact the prefekt, the manager of administration or the study counselor at the department. You find the contacts in this plan.
7. Zero tolerance of harassment and sexual harassment applies to SU (SU).
  - a. If an employee at the university becomes aware that a student experiences harassment, sexual harassment or discrimination in connection with the studies at SU, the employee has a responsibility to act immediately. This policy follows how to act.
  - b. On the institution's website, there is information about how any cases of harassment and discrimination related to any of the grounds for discrimination or sexual harassment are handled by the Department and the University (IGV).

## **2. THE UNIVERSITY'S POLICY FOR EQUAL RIGHTS AND OPPORTUNITES**

According to Stockholm University's plan for equal rights and opportunities, Stockholm University is to be an open, innovative and cross-border university that promotes equality, gender equality and equal treatment.

The university will offer a study environment that takes advantage of the resources that students of different backgrounds, life situations and competencies bring to the university. Students should be treated equally and in a respectful manner and not be faced with prejudices and stereotyped performances. Good work and study environment provides the conditions for enhanced creativity for good work and study results.

Discrimination and/or harassment is unacceptable and should not occur at Stockholm University.

Stockholm University will actively work to ensure that the student composition, both in primary and secondary education and in postgraduate education, reflects the surrounding

society, inter alia to enable more perspectives to be expressed in university education and research. Stockholm University will work to eliminate obstacles so that the university becomes a study site that is not only perceived to be, but also open and accessible to all.

Knowledge of equality issues and the work for equal rights and opportunities at the university will be continuously improved among students. This includes, in addition to discrimination legislation, work for increased accessibility and widespread recruitment of students.

### 3. RULES ON EQUAL RIGHTS AND POSSIBILITIES

According to the Higher Education Act (1992:1434), the university has an obligation to always observe and promote equality between men and women and actively promote and broaden recruitment (Chapter 1, Section 5, paragraphs 2 and 4).

The Discrimination Act (2008:567) regulates the University's responsibility as a provider of education<sup>1</sup> concerning issues associated with equal rights and opportunities and grounds for discrimination. The law stipulates that the University is obligated to implement active measures to provide students and applicants<sup>2</sup> with equal opportunities to higher education regardless of ethnicity, disability, gender transgender identity or expression, religion or other belief, sexual orientation or age.

The Discrimination Act aims to counteract discrimination and, in other ways, promote equal rights and opportunities regardless of sex, gender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age. Below is a brief description of the grounds for discrimination.

**Gender** - The term gender means that someone is a woman or a man. The prohibition of gender discrimination also includes persons who plan to change or change their gender identity.

**Gender identity or expression** - Gender identity or expression means that someone does not define himself as a woman or man or through his or her clothing (or otherwise) expresses belonging to another sex. The term includes both a person's mental or self-perceived gender image, and how someone expresses what can be called the person's social gender, for example through clothes, body language, makeup or haircut. The prohibition of discrimination by discrimination teams applies to persons with a gender identity or expression.

**Ethnicity** - Ethnic origin means an individual's national and ethnic origin, skin color or other similar relationship. National origin means that people have the same nationality. All people have one or more ethnic belongings. Everyone can therefore be exposed to ethnic discrimination. Ethnic origin refers to the group of people one identifies based on similarities such as family, common language, social, cultural or national experience.

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<sup>1</sup> In addition, the law includes rules regarding the University's responsibility as an employer, as well as its responsibility for people who are covered by the Public Employment Act (1994:260)

<sup>2</sup> The law covers students and applicants to courses and programs at all levels.

**Religion or other beliefs** - Religion refers to religious views such as Hinduism, Judaism, Christianity and Islam. Other beliefs include beliefs that are rooted in or related to religious beliefs, such as Buddhism, atheism and agnosticism. Political views and ethical or philosophical values that are not related to religion are not covered by the protection of discrimination.

**Functional impairment** - Disability is meant to be permanent physical, psychological or talented constraints on a person's ability to function as a result of injury or illness at birth, or subsequently or may be expected to occur. Temporary limitations on a person's ability to function are not a disability in the meaning of the Discrimination Act. Functional impairment implies a reduction in physical, mental or intellectual ability. It is therefore something that a person has, not something that a person is. A disability can be seen more or less in different situations such as allergies, dyslexia, hearing and visual impairments and more.

**Sexual orientation** - The law defines sexual orientation as homosexual, heterosexual and bisexual orientation.

**Age** - Age means life expectancy. All people, regardless of age, are covered by the law's protection against discrimination.

In addition to the Higher Education Ordinance and the Discrimination Act, the University's work on equal treatment should observe the Parental Leave Act (1995:584), the ordinance concerning the responsibility of government agencies to implement the national disability policy (2001:526), the appropriation directions, as well as any relevant government regulations and internal policy documents and guidelines.

The work to promote equal rights and opportunities should be carried out in close cooperation with the students. The Stockholm University Student Union appoints representatives to work on equality issues in both local and central project groups. At the departments/equivalent, the local student council –given there is one –should be given the opportunity to participate in the work on equal rights and opportunities. If there is no student council, the relevant student union can be contacted. Students are invited to suggest improvements to be implemented at the departments/equivalent, as well as at the University as a whole, for example via the Coordinator for Equal Treatment at Student Services.

On 1 January 2017, the chapter in the Discrimination Act that addresses active measures (chapter 3) was revised. This chapter regulates what the legislator means by active measures, how the work should be implemented, and what areas the University should focus on. After revision, it now explains that the work on active measures involves the implementation of preventive and promotional work, which is accomplished by:

- investigating whether there is a risk of discrimination or retaliation, or if there are any other obstacles to the equal rights and opportunities of individuals in the University's operations;
- analysing the causes of identified risks and obstacles
- implementing the necessary preventive and promotional measures
- reviewing and evaluating the work described in the points above

The work on active measures should be carried out continuously. The measures should be scheduled and implemented as soon as possible. As a provider of education, the University should implement active measures in the following areas:

- admission and recruitment procedures;
- forms of instruction and organisation of training
- examinations and assessment of student performance
- study environment
- opportunities to combine studies with parenthood

Another change in the work on active measure is that all grounds for discrimination are covered. The changes will be integrated into the University's work on active measures in 2017. A more detailed description of the changes is available on the University's website: [www.su.se/jamlikhet](http://www.su.se/jamlikhet)

#### **4. DISTRIBUTIONS OF RESPONSIBILITIES IN THE WORK OF EQUALITY AND GENDER EQUALITY**

According to Stockholm University's Equal Rights and Equity Plan 2017, each student at the university is responsible for ensuring, in day-to-day activities, that the University is a place of work and study that is open to everyone. Below is an account of how the further responsibility for issues of equality, gender equality and equal rights and opportunities is distributed within the SU.

##### *Vice-Chancellor*

The Vice-Chancellor has the ultimately responsibility for the University's equality work. The Council for Work Environment and Equal Rights should be advisory to the Vice-Chancellor on equality issues and disseminate information on these issues within the University.

##### *Director of Administration*

The Director of Administration has overall responsibility for the handling of equality issues within the University Administration. This responsibility entails pushing, coordinating and reviewing the work against discrimination and for equal rights and opportunities at the University. The Director of Administration has through a general delegation to the unit managers within the University Administration, delegated the responsibility for ensuring that the equality work is carried out within the University Administration and integrated into the daily operations of each unit.

##### *Academic area boards*

The academic area boards are responsible for integrating equality issues in the planning, review and evaluation of education and research, as well as in internal and external

collaboration. In addition, the academic area boards are responsible for coordinating the equality work in interfaculty education and research. This responsibility includes ensuring that local councils/groups responsible for issues relating to work environment and equal rights are established at the department/equivalent level.

#### *Departments/equivalent*

Departments/equivalent should promote equality at the local level based on the requirements of the Discrimination Act and the University-wide objectives. Those departments/equivalent that have contact with students at any level of education should continuously take action to achieve equal rights and opportunities and prevent harassment.

According to the University's decision-making and delegation policy, the head of department/equivalent is responsible for the equality work at the department/equivalent. At the Department of Geological Sciences there is a Working Environment Council consisting of representatives from all categories of staff. In the council, the students are also represented by a student representative. The Council shall work for the institution to implement and comply with central decisions and regulations in the field of occupational health and safety at the decision of the SU. The Council will also work preventively to counteract shortcomings in the work environment.

#### *Coordinator for Equal Treatment*

In order to provide support and advice to departments/equivalent in their work on equal rights and opportunities, Student Services has a coordinator for equal treatment, an administrator for widening participation and a coordinator for special pedagogical support for students with disabilities. The Human Resources Office has a coordinator for equal treatment and an administrator responsible for accessibility issues relating to employees. Contact details for these individuals can be found in the Appendix to the Plan for Equal Rights and Opportunities; Chapter 1. The responsibility for investigations into possible discrimination against students has not been delegated to the head of department/equivalent. Such matters should always be reported to the University's coordinator for equal treatment and handled by Student Services. Decisions in discrimination cases are typically made by the head of Student Services, but in matters of principle, the decisions are made by the Vice-Chancellor in accordance with the University's decision-making and delegation policy.

## **5. WHAT TO DO AS A STUDENT IN CASE OF DISCRIMINATION OR HARASSMENT**

Actions that affect an individual in a negative way, which allows the person to become isolated from the community at the institution or have the opportunity to work or study difficult may be harassment under the law of discrimination or offensive discrimination / bullying. Harassment under the law of discrimination is an act that violates someone's dignity and which relates to any of the grounds of discrimination by sex, gender identity or expression, ethical affiliation, religion or other beliefs, disability, sexual orientation or age. Sexual harassment is an occurrence of sexual nature that violates any dignity. Recurring

accusations or negligible documents directed against any individual but not of a sexual nature or related to any grounds for discrimination may be offensive discrimination / bullying.

It is the person who experiences negative actions that determine what is offensive, but sometimes the person must clarify that the behavior is unwelcome or that it is perceived as offensive.

As a student, you can turn to the following persons at the Department of Geological Sciences in matters of equal rights and opportunities. This applies even if you experience having been subjected to discrimination, harassment or sexual harassment.

- Elisabeth Däcker – student counselor, [elisabeth.dacker@geo.su.se](mailto:elisabeth.dacker@geo.su.se)
- Viktoria Arwinge- head of the administration, [viktoria.arwinge@geo.su.se](mailto:viktoria.arwinge@geo.su.se)
- Martin Jakobsson- head of the Institution, [martin.jakobsson@geo.su.se](mailto:martin.jakobsson@geo.su.se)

If a staff member at university learns that a student experiences any of the above, circumstances should be investigated and action taken to ensure that the violations will be terminated immediately.

If someone acts against you in a way that you perceive as harassing, make notes of what happened, when and where, and talk about the matter with someone you trust. At the department, we propose that you primarily refer to the student counselor or administrative manager who is the contact person for questions about equal treatment vis-à-vis students. Keep in mind that if you claim harassment, the employee who becomes aware of this is required to bring the matter to the head of department. The head of department is in turn obliged to ensure that an investigation is initiated and to inform the university's equality coordinator.

If you want to seek support or discuss what has happened before you know if you want an investigation to begin, start by turning to the Student Union or Student Health.

## **6. HOW AN INVESTIGATION ABOUT HARASSMENT IS PERFORMED**

When suspected harassment is argued, individual conversations shall be held between interested parties to determine what has happened. At IGTV, it is primarily the study supervisor or the head of the administration who is in charge of these conversations with the student. The conversation should be documented in writing, preferably briefly in sentence form. The case should be treated confidentially and quickly.

The University's Equality Coordinator shall also be informed in this first stage. The purpose of the individual conversations is to end the unwanted behavior.

If after the conversation there is still reason to clarify whether discrimination has occurred, an investigation of the circumstances will be carried out by the university's equality coordinator.

Is it possible that what has occurred may be a violation of special treatment, an investigation of the circumstances must be carried out by the institution.

Decisions on discrimination cases are taken by the vice-chancellor. The head of department shall follow up the matter by contacting the notifying party within a specified time to ensure that the behavior has ceased. If this is not the case, the University Equality Coordinator shall be contacted for further action.

## **What should you do if you are contacted regarding perceived discrimination?**

### **Step 1**

- Handle the situation directly.
- Take the described account of the incident seriously.
- Show respect for those involved.
- Ask questions to clarify what happened.
- Tell the victim how routines look and what you can do to prevent potentially discriminatory actions from continuing.
- Immediately connect the responsible person or refer to the appropriate contact person - if you will not be able to handle the matter yourself.
- Document what is said and how the issue is handled further. Make sure that you and the victim agree on what you have documented.

### **Step 2**

- The person who manages the case should create his own picture of the situation by speaking individually to the persons involved in the case.
- Discuss the options for continued action with the victim. Describe which persons and instances can help the victim.
- Document what is said and how to proceed. Make sure that you and the victim agree what you documented.
- Prevent gossip and group formation in the student group that may lead, for example, to bullying or ejection.
- The institution can always contact the Human Resources Department or the Student Department.

### **Step 3**

- Equality Counselor at the Student Department is responsible for investigations of discrimination regarding students. Decisions on discrimination issues are not delegated by the vice-chancellor.
- Equality Coordinators shall keep regular contact with those involved and continuously inform about the progress of the investigation and the timetables that apply.
- If the student or applicant who has stated discrimination is dissatisfied with the investigation or the university's position, the person may contact the Discrimination Ombudsman, DO.

### **The department's responsibility if the investigation establishes a discriminatory situation**

- The institution shall ensure that the victim is not subject to further discrimination or reprisals.
- The institution will monitor the situation for considerable time to ensure the discriminatory situation does not continue.
- If the discrimination continues the institution shall promptly pass on this information to the Student Department.
- At the institution, measures must be taken to prevent similar events in the future.