

Procedure at the department in case of alleged harassment and victimisation of an employee

Adopted by the Department Board on 2020-02-05

Harassment and victimisation

What is harassment and victimisation?

Harassment

Harassment is conduct that offends a person's dignity and that is associated with one of the grounds for discrimination: sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, or age. Sexual harassment is conduct of a sexual nature that offends a person's dignity.

Victimisation/bullying

Victimisation/bullying refers to recurrent reprehensible or negative actions directed at a specific individual, but which are not of a sexual nature or associated with one of the grounds for discrimination.

The person exposed to the behaviour is the one who determines what is offensive, although sometimes this person has to make it clear that the behaviour is unwelcome or offensive.

What can you do if you are harassed?

- Tell the person subjecting you to victimisation, harassment or sexual harassment that you regard it as offensive and that you want the behaviour to cease. You can also ask someone you trust to speak to the person you feel is offending or harassing you.
- Make a note of the time and place, what happened, what was said and how you felt.
- Tell someone you trust what happened.
- Inform your Department head, another manager or the Human Resources Office as soon as possible.
- For support, feel free to talk to the contact person for matters relating to equal treatment at the Department (Ombud för likabehandling).

What happens next?

As soon as the Department head has been notified, s/he starts investigating the circumstances. The Department is obliged to take action where appropriate to prevent further abuse. The Human Resources Office may be contacted in order to start an investigation, if the Department head considers such an action to be supportive.

Follow-up

In the long term, the Department will assure itself that the offensive behaviour has ceased. If you are unhappy with the investigation or the position the University takes, you can contact the Equality Ombudsman (DO).

Contact information

Department of Swedish Language and Multilingualism

Contact person for matters relating to equal treatment: Mikael Kalm (mikael.kalm@su.se)

Head of Department: Anna-Malin Karlsson (anna-malin.karlsson@su.se)

Parts of this text has been gathered from the brochure [Harassment and victimisation](#) from Stockholm University.