

Plan of action in case of harassment (for example sexual harassment) at the Department of Materials and Environmental Chemistry

Sexual and other harassment is absolutely unacceptable. Examples of what is regarded as harassment and how the University views such conduct is described in the booklet “**Sexuella trakasserier – det angår studenter och anställda**”. The information may also be found on the University’s web site, see: <https://www.su.se/staff/personnel/working-environment-health/harassment> ; www.su.se/pub/jsp/polopoly.jsp?d=846.

If sexual harassment occurs, the most important thing is that the harassment should cease, so that the person affected will be able to resume his or her normal activities at the department as soon as possible. Whoever is subjected to sexual harassment is entitled to immediate help, and it is therefore important that the person who receives a complaint should act promptly.

When an incident has occurred, and the person affected contacts someone at the department

If anyone **employed at the department** is aware of sexual harassment (which is not under investigation) occurring at the department, this person is obliged to:

- 1) **Inform** the person being harassed about the policy of the department, and about how seriously the department views such incidents;
- 2) **Point out the policy** of the department to the person being harassed, and how seriously the department views such incidents;
- 3) **Report** the incident to one of the contacts (see below) or directly to the department head. It is important that the contact and the department head should be informed about the incident, even if the person affected wishes to remain anonymous and does not want to pursue the case.

Remember that you, as an employee, have no duty to investigate, that is, you do not have to form an opinion about the question of guilt. A subjective account by anyone about the harassment is sufficient for you to act according to items 1–3 above.

The contacts are obliged to **inform** the **department head** about the incident. The department head has to record the incident and how the department has handled it. The incident should be recorded even if the person affected wishes to remain anonymous and does not want to pursue the case. If the person affected wishes to remain anonymous, all persons concerned must remain anonymous.

The contacts/the department head are obliged to **inform** the person affected about the procedure for filing a formal complaint, what action the department and the disciplinary committee will take, and to emphasize the support of the department if the person affected chooses to file a formal complaint.

The department head is also obliged to interview the person accused privately, so that he or she will have a chance to present his/her version of the incidents. If the harassment is minor, and might be attributable to misunderstanding, then interviews with the persons concerned, leading to an agreement, may be sufficient for the harassment to cease.

If the person affected wishes to pursue the case, the personnel office should be contacted, and will in turn contact the students' union when appropriate.

The department head is responsible for promptly communicating the complete decision of the disciplinary committee to the department board and to the personnel concerned, and, if the complainant is a student, to inform the other students if the complainant so wishes.

The department head is ultimately responsible for ensuring that the decision is obeyed.

Follow-up guidelines:

The contact or the department head will meet the person affected at least three times after the disciplinary committee has dealt with the case, or after it has been settled by agreement. The first meeting should take place one week after the case is formally closed, the second one month later, and the third six months after the decision.

On these occasions the contact person or department head **should ask** the person affected:

- Has the harassment actually come to an end?
- How do you feel about the response from the department?
- If the case was closed by an agreement, has the harassing person followed the agreement?
- Have you been subjected to other harassment as a result of the complaint process (for example freeze-out, spreading of rumors, or mobbing)?

If the person affected does not feel comfortable talking with the department head or the contact persons, then he/she may appeal directly to the personnel office of Stockholm University.

Contact persons at Materials and Environmental Chemistry (MMK):

Gunnar Svensson, department head at MMK

Niklas Hedin – responsible contact Materials Chemistry

Arnold Maliniak, – responsible contact Physical Chemistry

Xiaodong Zou – responsible contact Inorganic and Structural Chemistry

Ulrika Nilsson – responsible contact Analytical Chemistry

Tatiana Bulavina – personnel office at MMK

Anne Ertan – contact person for equality questions