

Action plan in the event of harassment, sexual harassment or victimisation at Fysikum

Harassment is defined by law as conduct that violates a person's dignity and that is connected to any of the grounds for discrimination on the basis of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Sexual harassment is defined as conduct of a sexual nature that violates a person's dignity.

Victimisation refers to repeated negative verbal or physical actions directed at individual employees in an offensive manner.

In cases of harassment, sexual harassment or victimisation, it is most important that these cease as soon as possible and that the person affected receives support to be able to return to their normal activities. The victim has the right to immediate help, and it is important that the person who takes the report acts promptly.

If anyone who is **employed at the Department of Physics ("Fysikum")** becomes aware of the existence of harassment, sexual harassment or victimisation at the department, this person is obligated to:

- 1) *provide information* about Fysikum's policy and how seriously Fysikum views the incident.
- 2) *provide information* about how the matter may be taken further. The victim should contact Fysikum's Equality Representative to provide their statement.
- 3) *report* to Fysikum's Equality Representative that the victim has been given the information. This must be done regardless of whether the victim wants to pursue the matter or not. Even if the victim would like to remain anonymous, the existence of harassment, sexual harassment or victimisation must still be brought to the attention of the Equality Representative. The employee then notifies the Equality Representative that they have been given the information and that the victim does not want to pursue the matter and wishes to remain anonymous.

Students and others who are not employed at the department are also encouraged to comply with points 1–3 above.

Keep in mind that employees and students do not have any investigative responsibilities, i.e., you do not need to form an opinion as to the question of guilt. It is sufficient to have a person's subjective account that they have been subjected to harassment, sexual harassment or victimisation for you to carry out points 1–3 above.

Fysikum's Equality Representative is obligated to:

- 1) *document* what has happened and how the department has handled the issue. Documentation should also take place even if the victim chooses to remain anonymous.
- 2) *provide information* about the department's support and other support functions at the University.
- 3) have a *dialogue* with the victim about suitable measures and ensure that these are carried out. If the matter concerns perceived harassment or sexual harassment, it must be forwarded to Central Administration.
- 4) through *long-term follow-up*, ensure that harassment, sexual harassment or victimisation has ceased.

Fysikum's interventions may differ depending on the type of harassment, sexual harassment or victimisation.

- If an employee or student reports perceived harassment or sexual harassment, then the matter, according to the University's administrative procedures, must be investigated by Central Administration. The Equality Representative must in this case notify Central Administration and the Head of Department of what has happened. If the victim would like to remain anonymous, the Equality Representative should, in more serious matters, still contact Central Administration for support and inform the Head of Department without revealing the identity of those involved.
- Sometimes talking with those involved and coming to an agreement will suffice to stop the harassment or victimisation. It is important, however, that all parties are in agreement that this is the best solution.
- Cases that concern victimisation are handled by Fysikum, sometimes with the support of the University's HR department and/or external actors. The Equality Representative must inform the Head of Department of the existence of victimisation. If the victim wishes to remain anonymous, the report can be made without revealing the person's identity.

Twice a year, Fysikum's Equality Representative must report statistics on the occurrence of harassment, sexual harassment and victimisation to the Head of Department and the Equal Rights and Opportunities Committee.