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2024-05-28

## Guidelines for dealing with cases of harassment or abuse related to transgender identity or expression, ethnicity, religious faith or other belief, disability, sexual orientation, or age

This document complements the guidelines for dealing with cases of sexual harassment and gender-related abuse adopted by the department board on 2018-12-13.

The goal is to ensure that no harassment, discrimination or abuse on account of transgender identity or expression, ethnicity, religious faith or other belief, disability, sexual orientation, or age should take place in the department. According to law, the department is required to investigate all suspected cases of harassment. It is the chair's duty to make sure that this happens. If you are the victim of harassment or abuse, it is important to resolve the situation as quickly as possible.

If you are a student, you should inform any department employee or *Studentavdelningen*, the university's student services office. If you are an employee, you should inform the department chair or deputy chair. Alternatively, you can contact the head of administration, the deputy head of administration, or *Personalavdelningen*, the university's human resources department.

- Note time and place, what happened, what was said and how you felt. These notes may prove very valuable in any possible investigation.
- Tell someone you trust about what happened.

- Make sure that the person subjecting you to harassment or abuse is aware that you find his or her behaviour abusive and that you want it to stop. This too may prove valuable in the context of an investigation. It is a good idea to ask someone you trust to be present when you confront the person who has harassed or abused you. Alternatively, you may ask someone to talk to the person you feel abused or harassed by. The person who does this should be accompanied by a third person when this conversation takes place.

### **Advice and support**

If you need advice or support without necessarily triggering an investigation, you may, if you are a student, contact the student union or *Studenthälsan*, a mental health support unit shared by various institutions of higher learning in the greater Stockholm area, including Stockholm University. If, on the other hand, you are a department employee, you may contact the department's *skyddsombud* (workplace safety officer), a trade union or *Avonova Hälsa*, the university's designated provider of healthcare services related to health issues that may arise in the context of the workplace.

### **Investigations and measures**

The department is required by law to assist a student or employee who feels harassed or abused. What happens next must be assessed based on each individual case. Serious incidents should be reported to the police. Nothing is done without the consent of the person who feels harassed. If a student or employee initially reports harassment but then changes their mind and/or does not want to proceed with a report, the employee should still inform the equality officer about the case. The equality officer maintains a comprehensive documentation of all incidents, primarily in the form of personal notes. All incidents that actually lead to a report must be documented and registered. The meaning of *registration* is that the case will be kept on file by the central university administration. As such, it is in principle accessible to any member of the public under access-to-information legislation (*Tryckfrihetsförordningen*, 2018:1801), but exceptions may be made on privacy grounds as specified in *Offentlighets- och sekretesslagen* (2009:400).

Here is an example of how we would normally handle a case of alleged harassment

or abuse:

1. A conversation takes place involving the person who considers himself or herself to be a victim of harassment or abuse, the equality officer, and the department chair. We strongly recommend that you bring someone along to this conversation, someone you trust.
2. The chair, after consulting with the person who feels harassed or abused, contacts the alleged perpetrator and explains to this person the department's position on harassment and abuse, and makes clear that the person at the receiving end of the behaviour in question finds it offensive.
3. A report is made by the victim to the department chair. The case should be handled promptly and discreetly by the chair. To the extent that the chair is made aware of abuse or harassment, he or she shall make an initial assessment of what measures may be appropriate. Measures to improve the workplace environment shall be introduced. Throughout the process, the chair shall keep the equality officer as well as the department's management team informed. Disciplinary action may be taken against students who subject another student or an employee to harassment or abuse. Some such disciplinary measures may be taken by the chair alone. Others, such as suspension, can only be taken by *Disciplinnämnden*, the university's central disciplinary council. If an employee considers himself or herself to be a victim of harassment or abuse, the case must be reported to the university's central human resource department (*Personalavdelningen*).
4. The following are possible sanctions for employees: warning, temporary salary reduction, dismissal. Possible sanctions for students: warning, suspension. If the case has been reported to the police, the criminal law (1962:700) applies.
5. Follow-up conversations shall be held with the alleged victim. It is the chair's responsibility to make sure that this happens.

Examples of abuse related to transgender identity or expression, ethnicity, religious faith or other belief, disability, sexual orientation, or age may be:

- insults referring to a group affiliation listed above
- ostracism or ridicule based on group affiliation
- derogatory comments about a group as a whole
- claims that people with a certain group identity are superior or inferior to others solely on account of their group affiliation
- oppose or thwart the professional or academic ambitions of people because of their group affiliation