

Procedures for the investigation of harassment and discriminatory behaviour of employees

Approved by the Departmental Board on 18th of December 2014.

Discrimination, bullying/victimization of employees (see Ch. 3, sections 1-4 of the Discrimination Act (2008:567))

The Head of Department is responsible for working with prevention of discrimination or victimization in the workplace and for intervening in case such situations appear. If you feel that you are the victim of harassment, bullying or victimization, speak to your closest supervisor or the Head of Department. You can also talk to the Department's Safety officer, see current information about the Safety officer in Praktikan on the Department's server: Common/Administration/. You can also speak to a union representative. Another alternative is to contact the University's health provider, see the SU web: <http://www.su.se/english/staff-info/personnel/>.

The Department has two Working groups, one for gender-equality and equality issues, which has representatives from teachers, researchers, administration, students, and graduate students and another for Work environment issues. These Working groups monitor equality and work environment issues in the department and when necessary they bring attention to problems and suggest solutions. You are also welcome to contact either of these groups with views and questions.

What you should do if you experience harassment or other discriminatory behaviour:

(This text is a free translation from the document Instructions for the handling of cases of bullying/victimization of employees, Head of Staff's decision 2009-01-29, dnr SU 679-3407-08, on Staff web under Personal/Arbetsmiljö och hälsa.)

- Let the person who is harassing you know in a clear way that you do not accept his or her behaviour and demand that the harassment stops.
- Talk to someone you know about the problem. You can also contact your Safety officer, the Head Safety officer or a union representative.
- Inform your closest supervisor or your Head of Department about the problem. This contact should not be postponed; it is better to contact the Head of Department as soon as possible, since these problems seldom stop "by themselves".

As soon as the Head of Department receives the information that an employee is experiencing discrimination, harassment and/or victimization he or she has a duty to act immediately in order to stop the discriminatory behaviour. The Head of Department should

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contact staff administration and/or the University's health provider at an early stage, in order to get support and help to deal with the situation in a professional way.

Contact information:

Head of Department Magnus Nermo, magnus.nermo@sociology.su.se

Safety officer, Saemundur Grettisson, Saemundur.grettisson@sociology.su.se

Your closest supervisor

Union representative

The University's Health Provider, see <http://www.su.se/english/staff-info/personnel/>

(These details will be updated as necessary.)