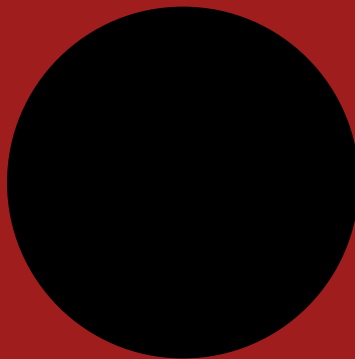




How to deal with
harassment
and offensive
behaviour
directed at
students and
employees



Stockholm University of the Arts (SKH) respects everyone's differences and opinions. Both study and working environments should be welcoming, inclusive and something we all strive to safeguard together.

Discrimination, harassment, sexual harassment and offensive behaviour have no place here. As a student or employee, how can the University help me if such a situation should arise?

This information is based on our policy document Policy and guidelines for dealing with cases of harassment, sexual harassment or offensive treatment.

For students and employees at SKH

SKH should be a safe place for everyone who studies or works here. Discrimination, harassment, sexual harassment or offensive behaviour are completely unacceptable and must simply not occur. We work proactively in a variety of ways to make the environment welcoming and inclusive.

As Vice-Chancellor of SKH, I take all forms of discrimination and abuse very seriously. It is important to clarify what help is available to you as a student or employee should you be subjected to any form of unwelcome behaviour. Here you can read about how you can get support if you have been discriminated against and how SKH as a higher education institution works with these issues.

Paula Crabtree
Vice-Chancellor of Stockholm University of the Arts
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CONTENT

SKH's responsibilities	4
If you believe you have been subjected to discriminatory behaviour or harassment	4
• How the investigation works	5
• Your responsibilities	6
• What happens after the investigation?	7
Your responsibilities as an employee	8
Discrimination	8
Harassment	9
Offensive behaviour	9
If you need support	10
Find out more about discrimination, harassment and offensive treatment	11

SKH'S RESPONSIBILITIES

All forms of discrimination are prohibited by law, but in the case of harassment, sexual harassment and offensive behaviour, SKH has a particular responsibility to investigate what has happened.

SKH must investigate the circumstances, put a stop to it and work to prevent it from happening again.

Those involved will be given a chance to present their view of the alleged discrimination and will receive feedback. The investigation of discrimination should be carried out promptly and with discretion.

Contact your Head of Department or Line Manager if you have experienced or feel you have been subjected to any undesirable behaviour. You do not need to make a formal complaint for SKH to investigate it.

The Head of Department's/ Line Manager's responsibilities

1. Preventing discrimination, harassment, sexual harassment and offensive treatment.
2. Act immediately if a student or employee is subjected to harassment.
3. Ensure that there are effective procedures in place to deal with this.

IF YOU BELIEVE YOU HAVE BEEN SUBJECTED TO DISCRIMINATORY BEHAVIOUR OR HARASSMENT

Whether you are a student or an employee, if you feel that you are being subjected to harassment, sexual harassment or offensive behaviour by someone studying, working or doing their internship at SKH, please contact your Head of Department or Line Manager.

If your Head of Department or Line Manager is the cause of your complaint

In this case the responsibility to investigate lies with their superior.

The Head of Department/Line Manager is responsible for

- preventing discrimination, harassment, sexual harassment and offensive behaviour
- acting immediately if a student or employee is subjected to harassment
- ensuring that there are effective procedures in place to deal with incidents in the department. Retaliation against anyone who has made a complaint of this nature is expressly forbidden by law.

HOW THE INVESTIGATION WORKS

Initially the complaint should be dealt with as close as possible to the complainant. For students, this is the Head of Department, and for employees, their immediate Line Manager with responsibility for personnel.

If the complaint is considered to be of a less serious nature, a direct reprimand may be sufficient to make the person aware that their behaviour is inappropriate.

The investigation requires the voluntary participation of the individual making the complaint. The process from having a manager becoming aware of the complaint, to an investigation being initiated can be divided into three different parts: looking into the matter, local investigation and SKH-wide investigation.

Looking into the matter

When the Head of Department or Line Manager becomes aware that a student or employee has made a complaint, they will examine what the circumstances are in order to gain an understanding of the situation.

In the majority of cases, talking to the person who has behaved inappropriately may be sufficient to resolve the situation. There may be occasions when further measures are required to deal with the complaint.

Local investigation

If the incident is considered serious or the first step proves insufficient, there may be a need for a more extensive formal investigation. For example, others may need to be approached and asked how they perceived the situation.

SKH-wide investigation

In some cases, there may be a need for a SKH-wide investigation, such as if people from different departments are involved. If necessary, SKH may engage a consultant from, for example, the Occupational Health Service to carry out the investigation.

If you need support

Your Head of Department, Line Manager or their superior will make sure you know who to contact. You can get support from the HR department, the student ombudsman or the officer working with equal opportunities.

As a student, you can contact the Student Health Services for advice on what external support is available.

As an employee the Occupational Health Service is available for counselling, if you want to contact someone outside SKH.

The Student Union and Trade Unions are available as alternative options for support.

What happens next?

If any form of harassment is found to have taken place, the Investigating manager must make a clear statement of SKH's action in stopping and how SKH will prevent it from happening again.

If a local or SKH-wide investigation has been conducted, an action plan will be established outlining proposed actions.

SKH will also plan and carry out a follow-up to ensure that the harassment/unacceptable behaviour has stopped.

If you do not agree with how your complaint has been handled

If you are dissatisfied with SKH's handling of the case, you can contact the Equality Ombudsman (Diskrimineringsombudsmannen) at do.se.

YOUR RESPONSIBILITIES

Be clear

If something happens to you, it is up to you to decide whether you find it unwanted or offensive. You need to make it clear to the person who has mistreated you that you have experienced it as unwanted so that they understand that their actions have been perceived as unwelcome.

If you feel you are being harassed, do the following:

- **Show how you feel about it.** Even if it isn't easy you need to clearly show that the other person's behaviour is unwanted. If you don't want to talk to the person, you can write an e-mail. Save a copy of the e-mail. You can also ask someone else to speak with the person.
- **Tell SKH.** Contact your Head of Department or Line Manager. If your manager is the one responsible for the harassment, contact their superior.

Do you feel like you're being harassed?

SHOW!
Show clearly that a behaviour is unwanted.

TELL!
Contact your Head of Department, Line Manager or their superior

DOCUMENT!
Take notes, save e-mails, messages etc.

POLICE REPORT!
Always report any criminal offense.

— **Document and take notes.** Keep a record of the incidents and save letters, e-mails, texts etc. That way it will be easier for you to remember dates, places and other details.

If you wish to be anonymous

SKH takes anonymous information seriously. They may indicate misconduct in the study or working environments and are important in our preventive work. You should be aware however, that anonymous information cannot lead to disciplinary action against an individual.

Report any criminal offence to the police

If what you have been subjected to is a crime, you should report it to the police. SKH can support you with your report. If an employee is a suspect, SKH will make a police report.

Sexual harassment can sometimes be a crime, such as sexual abuse. Sexual abuse can be, for example, if someone sends you pictures with sexual content, makes unwanted sexual suggestions, exposes themselves, gropes you or otherwise violates your personal sexual integrity.

WHAT HAPPENS AFTER THE INVESTIGATION?

If it turns out that there has been harassment or offensive behaviour as defined by law or regulations, there may be a variety of consequences. What happens to the offender depends on the gravity of the offence and whether the incident has made the study or working environments less safe and secure for students and employees.

Usually, a meeting is conducted with the offender and an action plan is developed to stop the unwanted behaviour and prevent it from happening again.

In serious cases, disciplinary action may be taken.

Disciplinary measures for students

If a student has harassed you, this can lead to a warning or suspension from studies in serious cases. The SKH Disciplinary Board decides on disciplinary measures for students.

Disciplinary measures for employees

If an employee has harassed you, this can lead to a warning, salary deduction, reassignment or dismissal in serious cases. The SKH Staff Disciplinary Board decides on disciplinary measures for employees.

Discrimination

Unfairly excluded or wronged because of gender, ethnicity, sexual orientation etc.

Harassment

Violation of someone's dignity.

Possible actions in study or working environments

Even if the investigation cannot prove that there has been harassment or offensive behaviour as defined in Swedish law or regulations, other issues relating to the situation may still need to be addressed.

YOUR RESPONSIBILITIES AS AN EMPLOYEE

If it comes to your attention that a student has experienced harassment, you have an obligation in your capacity as an employee to report this. You should inform your Head of Department or Line Manager as soon as possible so that necessary measures can be taken.

If the incident relates to a colleague, you have no formal obligation to report this if you are not a manager or an employer representative.

Seek advice when in doubt

If the incident is of a less serious nature or something that can be avoided by talking directly to the person concerned, a direct reprimand may be sufficient to make the person aware that their behaviour is inappropriate. Not every incident needs to lead to a formal investigation. However, this is a matter of judgement which can sometimes be difficult to determine. If there is any doubt, the manager should consult with the Vice-Chancellor, the Director of Administration or the HR Department.

DISCRIMINATION

A simple definition of discrimination pursuant to the Swedish Discrimination Act is that an individual is unfairly excluded or mistreated based on one of seven defined grounds.

Seven grounds of discrimination

An incident may be regarded as discriminatory if a person is unfairly excluded or mistreated based on:

- sex
- transgender identity or expression
- ethnicity
- religion or other beliefs
- disability
- sexual orientation
- age

Examples of sexual harassment

– Unwanted advances or demands

– Suggestive jargon or deprecatory language

– Unwanted compliments, invitations or allusions

– Groping and other inappropriate physical contact

Various types of discrimination

Several types of discrimination are against the law:

- direct
- indirect
- inadequate accessibility
- harassment
- sexual harassment
- instructions to discriminate someone

HARASSMENT

Harassment is behaviour that violates somebody else's dignity.

Examples of harassment is belittling or disparaging generalisations.

Such behaviour is covered by the Discrimination Act if related to one of the seven grounds described above.

Sexual harassment

Sexual harassment is conduct of a sexual nature that violates someone's dignity. Examples of sexual harassment:

- unwanted advances or demands
- suggestive jargon or deprecatory language
- unwanted compliments, invitations or allusions
- groping and other inappropriate physical contact

OFFENSIVE BEHAVIOUR

Offensive behaviour is something that targets one or more students/co-workers in a way that can cause health problems or exclusion, including bullying, psychological violence and ostracism.

Students and employees are covered by the same regulations

Offensive behaviour not related to one of the grounds of discrimination is not covered by the Discrimination Act but by the regulations of the Swedish Work Environment Authority. These regulations do not include students. Nevertheless, SKH has resolved to handle any offensive behaviour directed towards students and employees in the same way.

IF YOU NEED SUPPORT

Your Head of Department or Line Manager is the person responsible for ensuring you have a good study or work environment. That is the person you should talk to in the first instance if you feel you are experiencing any form of offensive behaviour.

Stockholm Student Health Services

E-mail: studenthalsan@su.se

[Student Health Services at Stockholms University](#)

Occupational Health Service

Previa

E-mail: ostermalm@previa.se

previa.se, phone: 0771-23 00 00

Equality Ombudsman

The Equality Ombudsman (DO) is a public agency that combats discrimination, as well as promoting equal rights and opportunity, on behalf of the Riksdag (Parliament) and Government.

do.se, switchboard: 08-120 20 700, free of charge: 020-36 36 66

Swedish Work Environment Authority

The Swedish Work Environment Authority is an authority that has the mandate from the government and the Riksdag to ensure that laws about the work environment and working hours are followed by companies and organisations. Read more about mental health and offensive treatment:

[Arbetsmiljöverket about mental health in Swedish](#)

Portal for victims of crime

The Swedish Crime Victim Compensation and Support Authority (Brottsoffermyndigheten) defends the rights of victims of crime while calling attention to their needs and interests. The authority answers questions about criminal offences both on its website and by phone.

brottsoffermyndigheten.se

phone: 090-70 82 00

Sweden's National Women's Helpline

A national 24–7 service for victims of threats, violence or sexual assault. The call does not appear on your phone bill.

kvinnofridslinjen.se,

free of charge: 020-50 50 50

Men's Hotline in Stockholm

Phone services and opportunities for individual and group counselling.

mansjouren.se, phone: 08-30 30 20

RFSL hotline for victims of crime

Hotline for LGBTQ+ individuals who are victims of abuse, threats or violence.

Friends and family members are also welcome, as well as professionals who encounter LGBTQ+ individuals who have been abused.

rfsi.se, free of charge: 020-34 13 16

Terrafem

Terrafem offers support and advice for women in 43 different languages. The call does not appear on your phone bill.

terrafem.org, free of charge: 020-52 10 10

FIND OUT MORE ABOUT DISCRIMINATION, HARASSMENT AND OFFENSIVE TREATMENT

SKH's policy

Stockholm University of the Arts shall be characterised by respect for everyone's differences and opinions. Both the study environments and the working environment are intended to feel welcoming and inclusive. Students and employees are to be treated equally and in a respectful manner. Together, we will safeguard our study and working environment. No discrimination, harassment nor sexual harassment will be allowed.

SKH's prevention work

SKH works to prevent discrimination and harassment.

Read more on SKH's website:

[Uniarts.se/Study at SKH – Equal terms](http://Uniarts.se/Study%20at%20SKH%20-%20Equal%20terms)

Discrimination Act

The purpose of the Discrimination Act is to combat discrimination while promoting equal rights and opportunity regardless of sex, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age.

Read the Discrimination Act at riksdagen.

se/en: [Discrimination Act \(Swedish Code of Statutes 2008:567\)](http://Discrimination%20Act%20(Swedish%20Code%20of%20Statutes%202008:567)).

Offensive Treatment

Regulations concerning the organisational and social work environment in force as of 31 May 2016 govern knowledge requirements, targets, workload, hours and offensive treatment.

Find out more on the website of the Swedish Work Environment Authority, av.se: [Organisational and social work environment \(AFS 2015:4 Eng\)](http://Organisational%20and%20social%20work%20environment%20(AFS%202015:4%20Eng)).

The Public Employment Act

(Lag om offentlig anställning)

In the Public Employment Act you can read about what applies to you as a civil servant. There are, among other things, information about service offences, compensations, prosecution and disciplinary sanctions.

Read the Public Employment Act at

government.se: [SFS \(1994:260\) Public Employment Act](http://SFS%20(1994:260)%20Public%20Employment%20Act)

Equality Ombudsman online course

This online course supports universities who want to improve their efforts to ensure equal rights and opportunity for their students. The course targets both students and university employees who interact with them.

[Equality Ombudsman online course in Swedish](http://Equality%20Ombudsman%20online%20course%20in%20Swedish)

You can find more information concerning different forms of discrimination on the Equality Ombudsman's website, do.se.

This brochure primarily describes how we at SKH deal with incidents of harassment, sexual harassment and offensive behaviour.

FOR NOTES
