

Handling of complaints of discrimination or offensive treatment of employees

Translated document Approved by the Department of Organic Chemistry 2015-04-21

Harassment and offensive mistreatment

Harassment is an act that violates someone's dignity and which relates to any of the grounds of discrimination gender, gender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age. Sexual harassment relates to interactions of sexual nature that violates someone's dignity.

Repeating actions that affect an individual negatively, excluding the person from the Community or have their opportunities to develop hampered, can be considered harassment under the discrimination law or mistreatment / bullying.

It is the person who feels exposed to negative actions that determines what is offensive; nevertheless, that person must make clear that the behavior is unwelcome, or that it is perceived as offensive.

If a representative of the university knows that a student is a victim of one of the the above circumstances, the representative should make sure that the matter is investigated and measures are taken to ensure that those violations cease immediately.

What do you do if you experience discrimination?

If someone acts towards you in a way that you perceive as harassing, write down what happened, when it happened and where the incident took place. Then contact any employee who you trust. At the Department of Organic Chemistry you can contact Jenny Karlsson (administrative head), your supervisor or the head of the department.

When you report harassment or offensive mistreatment to the administrative head or supervisor, that person will inform the head of department. The head of department will then contact the Human Resources Department.

If you wish to seek assistance or to discuss what has happened before you know if you want an investigation started, begin by contacting the Student Union or Student Health.

Investigation and follow-up

When a suspected harassment is notified, individual interviews with the different parties involved will be held by Jenny Karlsson in order to determine what has happened. The process should be treated confidentially and quickly. The purpose of the investigation is to find out what has happened, and to ensure that any harassment or discrimination is terminated. Jenny Karlsson will then inform The Head of Department, who will coordinate further actions with the Human Resources Department.

Harassment or sexual harassment is investigated by the Human Resources Department. The case should be treated confidentially and quickly. The purpose of the investigation is to find out what has happened in order to terminate any harassment or sexual harassment.

If the investigation confirms that harassment or abusive discrimination has occurred, the head of department shall ensure that the behavior has terminated. Should this is not the case, the Human Resources Department must be contacted to take further actions.

Contacts

If you are experiencing discrimination, harassment or offensive mistreatment, please contact any of the following persons:

- Jenny Karlsson – (administrative head)
- Göran Widmalm – (head of the department)
- Respective supervisor
- If you are a member of the Union: your Union organization.

Support

Corporate Health Care - For contact information see:

<http://www.su.se/english/staff/personnel/working-environment-health/health-care/our-occupational-health-care-provider-feelgood-1.248738>

Safety Officers at the Department of Organic Chemistry:

- Kristina Romare & Louise Lehto

The Safety Office at Stockholm University campus Frescati - for contact information see:

<http://www.su.se/english/staff/personnel/working-environment-health>

University information about:

Offensive mistreatment: <http://www.su.se/medarbetare/personal/arbetsmilj%C3%B6-h%C3%A4lsa/kr%C3%A4nkande-s%C3%A4rbehandling-mobbning>

Harassment and sexual harassment: <http://www.su.se/english/staff/personnel/working-environment-health/sexual-harassment>