HARASSMENT AND SEXUAL HARASSMENT – ZERO TOLERANCE AT CHALMERS
WHAT IS HARASSMENT?

Harassment is behaviour that violates a person’s dignity. It could be in the form of bullying, victimising behaviour, psychological abuse or social exclusion. If it is related to any of the following, it is considered discrimination:

- gender
- transgender identity or expression
- ethnicity
- religion or other belief
- disability
- sexual orientation
- age

It is the exposed party who defines what they consider to be violating.
WHAT IS SEXUAL HARASSMENT?

• A behaviour of a sexual nature that violates a person’s dignity, for example:
  • touching, comments, jokes, suggestions, looks, or pictures that allude to sex
  • sexual jargon

• It is the exposed party who defines what they consider unwelcome or violating.
WHAT DOES THE LAW SAY?

THE DISCRIMINATION ACT STATES:

• The employer is obliged to investigate and take action against harassment and sexual harassment

• The employer shall also take action to prevent harassment from continuing

• The employer shall not subject an employee to reprisals because they have
  • reported harassment or sexual harassment
  • participated in an investigation of harassment or sexual harassment
  • rejected or yielded to harassment or sexual harassment
CHALMERS’ VALUES AND POLICIES

• Fundamental values: quality, openness, participation, respect and diversity

• Working Environment and Equal Opportunities Policy: Zero tolerance of all forms of harassment and discrimination
HOW WE WORK TO ACHIEVE VISION ZERO

• Preventative work at each department (responsibility of the Head of Department)
• An equality representative at each department
• Training for managers – extra initiative
• Courses in employeeship for all employees
• Workshops in master suppression techniques
• Gender mainstreaming
• The employee satisfaction survey is analysed and followed up each year
• Swift action when cases of harassment occur
MANAGER’S RESPONSIBILITY

THE MANAGER SHALL:

• prevent harassment by conveying awareness
• identify harassment by being perceptive and responsive
• act immediately upon discovery of harassment
WHAT COLLEAGUES CAN DO

Although the manager bears the main responsibility, everyone should contribute to creating a good working environment.

• As a colleague, you should
  • never accept language intended to put someone down
  • take a clear stand against violations
  • listen to and provide support to a coworker who has been violated

• If it seems like a colleague is being violated, you can contact your manager or HR Partner for advice (but you cannot tell things in confidence – they are obliged to investigate)
WHAT CAN I DO IF I AM HARASSED?

• Try to clearly show your disapproval and reject any unwelcome actions

• Write down what happened and how it affected you (to help you remember details)
WHAT CAN I DO IF I AM HARASSED? (CONT.)

• If the harassment does not cease, or if you do not want to or have concerns about addressing the problem with the person who performed the action, you can tell:
  • your closest manager
  • the organisation's HR Partner
  • the Head of Department or another manager
  • the organisation's equality representative
  • the Equality Coordinator centrally at Chalmers

NOTE: All of the persons listed are obliged to investigate the information they learn. In other words, they cannot be informed in confidence without taking action.
WHAT CAN I DO IF I AM HARASSED? (CONT.)

You can also receive support from

- Chalmers Safety Coordinator
- union representatives
- Doctoral Student Representative (doktorandombudsman)
- occupational health service

The persons listed above are not obliged to investigate.
AS A MANAGER, WHAT DO I DO IF I LEARN ABOUT HARASSMENT?

Managers are obliged to take swift action when they learn about harassment. *Do the following:*

- listen and provide support to the person telling about the harassment.
- contact your HR Partner for advice on how to go forward and what support should be sought.
- begin an investigation.

The manager is always responsible for the matter (unless he/she is part of it), but there is a lot of support available. HR has processes for handling tougher cases, and know which expertise should be involved at various stages.
PROCESS STEPS

Separata samtal med de inblandade
Första bedömning
Eventuellt ytterligare utredning
Beslut
Åtgärd
Uppföljning
SUPPORT TO THOSE INVOLVED

THE EXPOSED

• May have a union representative or another person as support during the investigation interview

• Depending on the nature of the case, HR can involve support from the occupational health service, such as a psychologist or an organisational consultant

• Can also contact occupational health service directly for individual support sessions

• Advice and guidance if a police report needs to be filed (Chalmers Safety Coordinator)
SUPPORT TO THOSE INVOLVED

THE ACCUSED

• May have a union representative or another person as support during the investigation interview

• Is always offered professional support contact with the aim of understanding the situation on a deeper level and reflecting over their own behaviour
ACTION

Depending on the severity of the harassment, the consequences for the harassing party can be:

• verbal reprimand
• admonition
• reassignment
• termination
• dismissal
ACTION (CONT.)

The decision on consequences is made by the Head of Department.
The action must be initiated promptly after Chalmers has been made aware of any harassment.

ACTION IN CASE OF CRIME
A person who has been violated and considers it to be on the level of being a crime always has the opportunity to file a police report.
IF A STUDENT IS HARASSED

All employees are obliged to act to prevent harassment of students

- If a colleague harasses a student – tell your manager
- If other students are harassing a student – tell the Equality Coordinator at the Student Centre

FOR INVESTIGATING MANAGERS:

- Support is available in the form of Student Health and study counsellors
- The Doctoral Student Representative (doktorandombudsman) shall be with the student during the interview
WHAT IS MADE PUBLIC?

• While it is possible to remain anonymous when reporting that harassment has occurred, Chalmers needs the names of those involved to be able to investigate.

• The cases are handled with all due discretion and with care for the privacy of those involved.

• An incident report written by the person responsible for the investigation becomes an archived document, but without personal data.

• Decisions related to the case is archived without personal data.

• Any verbal reprimand/admonition is added to the accused’s personal file.

If the case results in documents where personal data must be presented, it is possible to make them confidential.