

Plan of action in case of sexual harassment at Fysikum.

Most important in case of sexual harassment is to stop the harassment and let the victim resume his/her normal activity as soon as possible. Individuals subjected to sexual harassment have a right to immediate help and it is important that whoever receives a report acts speedily.

When something has occurred and the person subjected to sexual harassment turns to someone at the department.

If someone who is **employed at the department** receives information about the occurrence of sexual harassment at the department the employee is obliged to:

1. inform of department policy and how seriously the department views sexual harassment.
2. make clear how the harassed may proceed and encourage the harassed to do so.
3. report to the departmental equal opportunities representative that such information has been received irrespective of whether or not the person subjected to sexual harassment wants to proceed. In case the harassed does not want to proceed and wants to remain anonymous the departmental equal opportunities representative should be informed of that.

Remember that you as an employee do not have any responsibility to investigate what has occurred, i.e. you do not need to form any opinion of your own concerning the question of guilt. The subjective narrative of an individual is sufficient for you to be obliged to carry through points 1 - 3 above.

The **departmental equal opportunities representative** is obliged to:

1. document what has occurred and how the department has treated the matter. The matter should be documented even if the person subjected to sexual harassment chooses to remain anonymous and not to proceed. If the harassed chooses to remain anonymous all involved must remain anonymous.
2. inform the harassed of how to file a formal complaint, what happens at the department and in the disciplinary committee and to emphasize the support of the department.
3. encourage the harassed to file a formal complaint.
4. in case the harassed wishes to proceed with a complaint, also have a dialogue with the accused in order to give him/her a possibility to give his/her version of what occurred.

If the harassment is mild and originates in misunderstanding, conversation with those involved and an agreement may be sufficient to end the harassment.

The equal opportunities representative is obliged to inform the head of department of what occurred. The head of department shall bring the matter in front of the disciplinary committee if the victim so desires. It is the responsibility of the head of department that information reaches those involved.

The equal opportunities representative is charged with documentation and follow-up of the matter and contact with, information to and support of the person subjected to sexual harassment.

The head of department is responsible for communicating the decision of the disciplinary committee in its entirety and without delay to the Board and affected staff and, if the complainant is a student and so wishes, seeing to it that other students are informed.

Ultimately the head of department is responsible for the observance of the decision. The equal opportunities representative answers for documentation and follow-up.

Guidelines for follow-up

The equal opportunities representative meets with the person subjected to sexual harassment at least three times after the hearing in the disciplinary committee or solution by conversations, one week, one month and half a year after the conclusion. At these occasions the equal opportunities representative should ask the following questions:

- Has the harassment indeed ceased?
- What is the victim's view of the actions taken by the department ?
- In case the matter ended by an agreement between those involved, has the persecutor kept by the agreement?
- Has the victim been exposed to other kinds of harassment as a result of the complaint (e.g. been frozen out, made the subject of rumors or bullying)?