

Action plan in the event of harassment at Fysikum.

In cases of harassment such as ostracism, rumour-spreading, bullying or sexual harassment, the most important thing is that they cease to occur, so that the victim can return to her/his normal activities at the department as soon as possible. The victim of harassment has the right to immediate help, and it is important that the person receiving the complaint acts promptly.

When something has occurred and the victim turns to someone at the department.

If a person employed by the department becomes aware of harassment at the department, that person is obliged to:

- 1) *provide information* about the department's policy and how seriously the department is taking the incident
- 2) *provide information* on how the victim can proceed and encourage the victim to do so.
- 3) *report* to the Equality Representative that the victim has received the above information, regardless of whether or not she/he wishes to take the matter further. If the victim does not wish to take the matter further, the Equality Representative should still be informed that information has been provided, that the victim does not wish to proceed, and that she/he wishes to remain anonymous.

Keep in mind that as an employee you have no investigative responsibility, i.e., it is not your place to form an opinion regarding the question of guilt, and you must resist doing so. A person's subjective account that she/he has been harassed thus constitutes sufficient grounds for you to implement paragraphs 1-3 above.

The Equality Representative is obliged to:

- 1) *document* what has happened and how the department has handled the issue. Documentation should be made even if the victim chooses to remain anonymous and refrains from taking the matter further. If the notifier wishes to remain anonymous, everyone involved must remain anonymous.
- 2) *inform* the victim about how to make a formal complaint, what is happening at the department and in the Disciplinary Board, and emphasise the department's support.
- 3) *encourage* the victim to make a formal complaint.
- 4) if the victim wishes to proceed with filing a complaint, also engage in conversations with the accused person so that she/he has the chance to recount her/his version of events.

Sometimes conversations with those involved and an agreement can be enough to stop the harassment. However, it is important that all parties then agree that this is the best solution.

The Equality Representative is obliged to inform the Head of Department about what has happened. If the victim so wishes, the Head of Department shall refer the matter to the Disciplinary Board. The Head of Department is also responsible for ensuring that information reaches the persons concerned as well as the person against whom the complaint has been filed.

The Equality Representative is responsible for the documentation and follow-up of the case, contact, information and support for the victim.

The Head of Department is responsible for ensuring that the Disciplinary Board's decision is communicated in its entirety as soon as possible to the Board of Directors and the relevant staff, and, if the complainant is a student, for providing information to other students (if the she/he so wishes).

The Head of Department has ultimate responsibility for compliance with the decision. The Equality Representative is responsible for documentation and follow-up.

Guidelines for follow-up:

The Equality Representative meets with the victim on at least three occasions after the matter has been taken up by the Disciplinary Board or resolved via conversations: The first time one week after the resolution of the case, after one month, and six months after the resolution of the case. On these occasions, the Equality Representative should ask the victim the following questions:

- Has the harassment really stopped?
- How has the victim experienced her/his treatment by the department?
- If the case ended with an agreement between those involved, has the harasser complied with the agreement?
- Has the victim been subjected to other types of harassment as a result of the complaint process (e.g., ostracism, rumour-spreading or bullying)?