



Discrimination and
offensive treatment
toward employees

DISCRIMINATION AND OFFENSIVE TREATMENT TOWARD EMPLOYEES

Discrimination, sexual or other harassment, and offensive treatment are all strictly prohibited at Stockholm University of the Arts (Uniarts). What happens if you are discriminated against or abused as an employee?

This brochure is based on our policy document entitled, "Policy and Administrative Procedures when Incidents of Discrimination in the form of Harassment, Sexual Harassment or Offensive Treatment Directed at Employees Arise".

For employees at Uniarts

The University must be a safe and secure place for all employees and students. Discrimination, harassment, sexual harassment, and offensive treatment are all strictly prohibited. We take a wide range of preventive measures to ensure an inviting and inclusive atmosphere.

Unfortunately, the reality is that we humans are not always as respectful to each other as we should. As the Vice-Chancellor of Uniarts, I take any type of discrimination or offensive treatment seriously. Informing you of the assistance that is available if you are subjected to unwanted behaviour is an important task. This brochure explains what the University is required to do and what your responsibilities are.

Yours sincerely,

Paula Crabtree

Vice-Chancellor, Stockholm University of the Arts

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UNIARTS' RESPONSIBILITY

All forms of discrimination are against Swedish law. The University has a special responsibility to investigate all suspicions or allegations of sexual or other harassment and serious cases of offensive and discriminatory treatment.

Where these occur, Uniarts must in its capacity as employer find out what has happened, bring it to an end and ensure it does not happen again. Since we have an obligation to investigate, we are required to proceed with an inquiry even if the person reporting the incident no longer wants us to.

The inquiry shall be carried out with discretion and with no delay. All those involved shall have the opportunity to give their view of what has occurred, and they shall also be given feedback on the progress of the investigation if they require it. This means the investigation could take time. Uniarts shall file a police report if an employee at work is suspected of having committed a crime that could presumably incur a penalty more serious than a fine.

The managers responsibility

1. Prevent harassment and offensive treatment.
2. Take immediate actions.
3. Ensuring there are effective procedures for handling the case in the unit or department.

Keep in mind! No formal complaint is required in order for Uniarts' obligation to investigate to apply. This obligation applies regardless of whether the party reported to be responsible for the harassment or offensive treatment is a student or an employee.

IF YOU HAVE BEEN SUBJECTED TO UNWANTED BEHAVIOUR

Inform your manager if you feel that in your capacity as an employee you are experiencing harassment, sexual harassment or offensive treatment when at work by someone who is either a colleague, an intern or a student at Uniarts.

Your manager is responsible for

- taking preventive measures; i.e. ensuring that no harassment, sexual harassment and offensive treatment take place
- taking immediate action where an employee experiences such harassment

- ensuring there are effective procedures for handling the case in the unit or department in question.

If your manager is the accused

If your manager is the accused, the obligation to conduct an inquiry lies instead with their superior. Where necessary, Uniarts may engage a consultant from, say, Occupational Health Services to carry out the inquiry. Before the inquiry gets underway there should be HR support in place.

Inquiry procedures step-by-step

1. You will be assigned a contact.
2. The inquiry concludes with a decision: is it sexual or other harassment or offensive treatment?
3. Uniarts follows up and ensures that the harassment actually stops.

HOW DOES THE INQUIRY PROCEED?

If your manager discovers that an employee may have experienced harassment, he or she shall find out what has happened and make an assessment of the incident.

You will be given information and support

Your manager or his or her superior will ensure you know who is in charge of the inquiry and whom you can turn to.

If the need arises, contact Occupational Health Services for counselling. The person who has been reported also has the right to receive support from Occupational Health Services.

Uniarts makes a decision

The inquiry will be concluded with a decision by Uniarts as to whether the incidents constitute sexual or other harassment or offensive treatment pursuant to Swedish laws or regulations.

If the inquiry find evidence of harassment the decision must also state what Uniarts plans to do to ensure that any harassment stops and prevent anything like it from happening in the future.

Uniarts follows up

Uniarts plans a follow-up and implement it to ensure that the harassment really ends.

You may not appeal against the decision

Decisions concerning these matters may not be appealed against. If you disagree with the inquiry or decision, you may contact the Equality Ombudsman, do.se.

YOUR RESPONSIBILITY

Be clear

It is your responsibility to determine whether the behaviour to which you have been subjected is unwanted or offensive. According to Swedish law, an individual who commits a certain type of behaviour must understand how it has been perceived before being guilty of sexual or other harassment. If you experience harassment, it is vital that you inform the other person that their behaviour is disagreeable or unwanted. Under certain circumstances, harassment may be so obvious that you should not be expected to point it out.

What do you do if you have experienced harassment?

- Show how you feel about it: Even if it isn't easy, you need to show clearly that the other person's behaviour is unwanted. If you don't want to talk about it, you can send an email instead. Make sure to keep a copy. Another option is to ask someone else to speak with the person.
- Tell the University: Contact your manager. If your manager is the person responsible for the harassment, contact his or her superior.
- Document and take notes: Keep a record of the harassment and save all letters, emails, texts, etc. That way it will be easier for you to remember dates, places and other details that confirm your story.

Do you feel harassed?

SHOW!

Show clearly that a behaviour is unwanted.

TELL!

Contact your manager's or your managers superior.

DOCUMENT!

Take notes and save emails, messages, etc.

POLICE REPORT

Always report criminal offense!

If you wish to be anonymous

Uniarts must investigate all the information given to them, including that provided anonymously. Anonymous information may not, however, form the sole basis for taking disciplinary measures. That said, it may form the basis of more general preventive measures.

Report any criminal offense to the police

File a report with the police if you are the victim of a criminal offence. If a co-worker is suspected, Uniarts files a police report.

Sexual molestation is a criminal form of sexual harassment. Somebody who sends you images with sexual content, makes unwanted advances, exposes themselves, gropes or otherwise violates your physical privacy may be guilty of sexual molestation. Sex crime legislation comes into play at that point. You are welcome to call the police and ask their advice if you are uncertain about classification of the incident to which you have been subjected.

ONCE THE INQUIRY HAS BEEN COMPLETED

A conclusion by the inquiry that harassment or offensive treatment has occurred pursuant to laws or regulations may lead to consequences of various kinds. What happens to the perpetrator depends on the gravity of the offence and whether the incidents have made the working environment less safe and secure.

Disciplinary measures for students

A student who has harassed you may receive a warning or a suspension. The Uniarts Disciplinary Board makes such decisions.

Disciplinary measures for employees

An employee who has harassed you may receive a warning, salary deduction, transfer or termination. The Uniarts Staff Disciplinary Board makes such decisions.

What happens if the inquiry does not find evidence of harassment?

Even if the inquiry does not find evidence of harassment or offensive treatment pursuant to Swedish laws or regulations, other issues relating to those circumstances may still need to be addressed.

YOUR RESPONSIBILITY 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 a manager as soon as possible so that measures where necessary can be taken.

If the incident relates instead 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 considered not too serious, you may not need to do more than say to the person responsible for the harassment that their behaviour is inappropriate. Not every incident therefore has to lead to an inquiry. This is however a matter of judgment that can sometimes be difficult to determine. If in any doubt, your manager ought to consult the Vice-Chancellor or the Director of Administration.

Discrimination

Someone is being unfairly excluded or wronged because of gender, ethnicity, sexual orientation etc.



Harassments

Violation of someone's dignity.

DISCRIMINATION: UNFAIRLY EXCLUDED OR WRONGED

A simple definition of discrimination pursuant to the Swedish Discrimination Act is that an individual has been unfairly excluded or wronged.

Seven grounds of discrimination

An incident may be regarded as discrimination if the exclusion or wrong has one of seven causes:

- gender
- transgender identity or expression/appearance
- ethnicity
- religion or other beliefs
- disability
- sexual orientation
- age

Various types of discrimination

Several types of discrimination are against the law:

- explicit
- indirect
- inaccessibility
- harassment
- sexual harassment
- instructions to discriminate someone

Examples of sexual harassments

- Unwanted advances or demands.
- Suggestive jargon or deprecatory language.
- Unwanted compliments, invitations or allusions.
- Groping and other inappropriate physical contact.

HARASSMENT: VIOLATION OF DIGNITY

Harassment is behaviour that violates somebody else's dignity. Examples of harassment is belittling or disparaging generalizations. 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 harassments:

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

OFFENSIVE TREATMENT

Offensive treatment is behaviour that targets one or more 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 rules

Offensive treatment unrelated to one of the grounds of discrimination is not covered by the Discrimination Act but by the regulations of the Swedish Work Environment Authority. The regulations do not include students. Nevertheless, Uniarts has resolved to handle abuse of students and employees the same way.

Find out more!

This folder gives an overview of sexual or other harassment, as well as offensive treatment. Find out more about various types of discrimination on the website of Equality Ombudsman, do.se.

IF YOU NEED SUPPORT

Your manager is the person responsible for ensuring you have a good work environment, so he or she is the person you should talk to in the first instance if you feel you are experiencing discrimination or harassment.

Occupational Health Services

Avonova Sergels torg

avonova.se, Phone: 08- 120 125 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

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 LGBT individuals who are victims of abuse, threats or violence. Friends and family members are also welcome, as well as professionals who encounter LGBT individuals who have been abused.

rfsl.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

Uniarts' policy

“Stockholm University of the Arts shall be characterised by a respect for each other's differences and opinions. Both the study environment 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 good study and working environment. No discrimination, harassment nor sexual harassment may take place.”

Two documents on the intranet:

– For employees: “Policy and Administrative Procedures when Incidents of Discrimination in the Form of Harassment, Sexual Harassment or Offensive Treatment Against Employees Arise”

– For students: “Policy and Administrative Procedures when Incidents of Discrimination in the Form of Harassment, Sexual Harassment or Offensive Treatment Against Students Arise”

On the intranet you can also find this brochure and an equivalent brochure aimed at students.

Uniarts’ prevention plan

Stockholm University of the Arts has a plan to prevent and combat discrimination and harassment.

Read the plan on our intranet (only in Swedish): “Plan för lika möjligheter och rättigheter för studenter och sökande vid SKH”.

Discrimination Act

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

Read the Discrimination Act at government.se: *Discrimination Act (Swedish Code of Statutes 2008:567). Molestation, sexual assault and rape are governed by Chapter 6 of the Swedish Penal Code.*

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 2015:4Eng).*

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*

Equality Ombudsman online training

This online training 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.

e-utbildning.do.se/hogskolan

