

A low-angle, close-up photograph of several people's legs and feet walking on a polished wooden floor. The people are wearing various styles of pants and shoes, including boots and sneakers. The lighting is warm and focused on the floor, creating reflections.

DISCRIMINATION, HARASSMENT AND BULLYING

INFORMATION FOR EMPLOYEES
WHO FEEL VICTIMISED

UMEÅ UNIVERSITY

ZERO TOLERANCE ON DISCRIMINATION AND HARASSMENT

This pamphlet is aimed at employees who experience that their rights have been violated in a harassing or discriminatory manner at Umeå University. Umeå University has a zero tolerance on discriminatory conduct.

ADVICE TO VICTIMS OF UNWANTED CONDUCT:



WHO DECIDES WHAT ACTIONS ARE UNWANTED?

It can be hard to judge yourself what form of violating, belittling or unfavourable treatment you have been subjected to. But it is up to the individual subjected to the action to decide if the behaviour is unwanted and if it has led to discomfort.



PUT YOUR FOOT DOWN AND SHOW THAT THE BEHAVIOUR IS NOT WELCOME

It is important to show that the behaviour is not welcome. If you would prefer not to talk to the person who treated you unjustly, you can send a letter or an email. Make sure to save a copy. You can also ask someone else talk to the person in question on your behalf.



WRITE DOWN ALL EVENTS

Take note of times and places, details of the events, what was said and how you experienced the situation. These notes may form important documentation in a potential investigation. Save any letters, emails, text messages and all other correspondence with the person in question.



TALK TO SOMEONE

Turn to someone you have confidence in and who can help you clear out what has happened, who can find out what laws and regulations are in place to protect you, and who can support you. In the University's code of rules and procedures, you can find suggestions of people to turn to.

Please consider that temporary disagreements, conflicts and problems in collaborative situations are generally normal occurrences. These can be solved through communication, listening, accepting and respecting each other's rights to their own opinion.

IMPORTANT TERMS

A person can mistreat another person in several ways. Read about what is regulated by law below.

■ DISCRIMINATION

Discrimination is an unfair treatment of you as an individual or of a group that you belong to, in relation to other people in a comparable situation, based on the seven grounds of discrimination:

- Age
- Sex
- Transgender identity or expression
- Sexual orientation
- Disability
- Ethnicity
- Religion or other belief

■ HARASSMENT

Harassment is a violation of an individual's dignity and is based on one or several of the seven grounds of discrimination mentioned above. Harassment can, for instance, be expressed through belittling or depreciating generalisations.

■ SEXUAL HARASSMENT

Sexual harassment is bullying or coercion of a sexual nature. Beside comments and unfriendly words, sexual harassment could be unwanted physical conduct or compliments, groping, jokes, invites or suggestions, or looks or images that are sexually alluding and often condescending. Sexual harassment differs from regular flirtation in the way that it is unwelcome.

■ PSYCHOLOGICAL HARASSMENT

Psychological harassment refers to conduct aimed at one or several individuals in a harassing manner and that can lead to feelings of exclusion or marginalisation.

It can be hard to judge yourself what form of violating, belittling or unfavourable treatment you have been subjected to. Turn to someone who can help you clear out what has happened, who can find out what laws and regulations are in place to protect you, and who can support you.

INFORMATION AND SUPPORT

At Umeå University, there are a number of supportive functions, help and counselling for employees who experience that they have been subjected to discrimination or harassment. Below are some supportive functions, you can find further functions in the Code of rules and procedures for discrimination, harassment and bullying at Umeå University.

EQUAL OPPORTUNITIES REPRESENTATIVES AND ADMINISTRATORS

To support the University's work on equal opportunities, there are representatives at departments and offices, administrators at the faculties, and for the institution-wide work, there are coordinators at the Office for Human Resources. If you need support or help, you are welcome to turn to one of these.

WORK ENVIRONMENT REPRESENTATIVES

The work environment representative supports you as an employee in issues of work environment and can listen if you have problems. A work environment representative can also function as a mediator in a conflict and is bound by secrecy.

OCCUPATIONAL HEALTH CARE

All university employees have the right to turn to the procured occupational health care services with work-related problems. They can provide access to counselling, medical examinations or offer group activities. You do not need any approval from your manager or supervisor to contact or visit the occupational health care services and all its staff is bound by secrecy.

WOULD YOU LIKE TO KNOW MORE?

■ The Umeå University code of rules and procedures for discrimination, harassment and bullying. Only available in Swedish, see Handläggningsordning vid diskriminering, trakasserier och kränkningar.

Link: www.aurora.umu.se/regler-och-riktlinjer/anstallning/arbetsmiljo-och-likavillkor/

■ The Swedish Discrimination Act (2008:567; SFS 2014:95; SFS 2017:282)

Link: www.government.se/information-material/2015/09/discrimination-act-2008567/

■ The Public Access to Information and Secrecy Act (2009:400)

Link: www.government.se/information-material/2009/09/public-access-to-information-and-secrecy-act/



REPORTING AND MEASURES

■ If you are subjected to any form of harassment or discrimination, **please contact someone you have confidence in**. Information on the supportive functions that are bound by professional secrecy can be found in the Code of rules and procedures for discrimination, harassment and bullying. This person of trust could for instance be a colleague, a work environment representative, a union representative or manager. They can help you find the support you need if violation was performed by a university employee. The objective is for the unwelcome conduct to immediately cease.

■ If you experience harassment or bullying by a head of department, you can turn to the head of department's superior, **the dean**, or to one of the university's **legal officers**.

***PLEASE NOTE!** If the University is made aware that a person has been subjected to discrimination or harassment, the University has an obligation according to the Swedish Discrimination Act to investigate the circumstances, and, where appropriate, take reasonable measures to prevent future harassment.*

REPORT TO THE UNIVERSITY

■ You can also file a report straight to the University. A report to the University should preferably be made in writing. Consult your health and safety representative (HSAMO) or a University legal officer before you submit your report.

■ The report should contain an account of the incident, a description of events, the name of the person accused and where this person works. Underlying evidence, for instance emails or text messages, should also be attached in the report. Both the person accused and the victim will be informed of the registration of such a report.



Please consider that documents handed in to university employees or those drawn up together with university employees are publicly accessible according to the principle of public access to official documents unless there are particular requirements of confidentiality that prevent public access.



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