PREVENTION OF HARASSMENT AND SEXUAL HARASSMENT

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Question: If a student reports another student for suspected harassment or sexual harassment, are we to send the case directly to the Disciplinary Board and the Legal Services Office?
**Question:** What procedures does Lund University have for dealing with sexual harassment?

**Answer:** There is support for managers addressing harassment and sexual harassment ([http://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/handling-and-investigating-cases-of-harassment-and-sexual-harassment-managers-support-material-170213.pdf](http://www.hr-webben.lu.se/sites/hr-webben.lu.se/files/handling-and-investigating-cases-of-harassment-and-sexual-harassment-managers-support-material-170213.pdf)), as well as for dealing with victimisation ([http://www.hr-webben.lu.se/arbetsmiljo/krankande-sarbehandling/hantera-krankande-sarbehandling](http://www.hr-webben.lu.se/arbetsmiljo/krankande-sarbehandling/hantera-krankande-sarbehandling)) (only in Swedish) on the Human Resources website. As situations involving both harassment/sexual harassment and victimisation of employees can arise, it is a good idea to be familiar with both procedures.

Since spring 2017, LU’s Human Resources have run workshops on dealing with harassment, sexual harassment and victimisation, for managers and HR staff. At the time of writing, the workshops have been held on 12 different occasions within Lund University.

**Question:** What information can I give my employees?

**Answer:** You can send out the link to the information for staff, on the Staff Pages ([http://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/harassment-and-sexual-harassment](http://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/harassment-and-sexual-harassment)). This page is intended to support employees who have been exposed to or witnessed harassment or sexual harassment and who are wondering what they can do and what support is available. The information is also available in Swedish on Medarbetarwebben: [http://www.medarbetarwebben.lu.se/anstallning/arbetsmiljo-och-halsa/trakasserier-och-sexuella-trakasserier](http://www.medarbetarwebben.lu.se/anstallning/arbetsmiljo-och-halsa/trakasserier-och-sexuella-trakasserier)

**Question:** What information can I give my students?

**Answer:** You can send out the link to the page about harassment and sexual harassment ([http://www.lu.se/studera/livet-som-student/rattigheter-och-skyldigheter/trakasserier-och-sexuella-trakasserier](http://www.lu.se/studera/livet-som-student/rattigheter-och-skyldigheter/trakasserier-och-sexuella-trakasserier)) (only in Swedish). The page is intended as support for students who have been exposed to or witnessed harassment or sexual harassment and who are wondering what they can do and what support is available.

**Question:** What is the University’s position on the issue of sexual harassment?

**Answer:** Lund University’s policy for gender equality, equal opportunities and diversity states that no form of harassment will be accepted. Respect and consideration apply in all relations, along with a general assumption of responsibility with regard to the University’s core values, mission and goals.

On 20 November, the vice-chancellor addressed the matter in his blog post “#Metoo highlights an unsustainable situation” ([https://rektor.blogg.lu.se/metoo-satter-lius-pa-ohallbar-situation/](https://rektor.blogg.lu.se/metoo-satter-lius-pa-ohallbar-situation/)), in which he insists on the prioritisation of work to address this problem.

Two of the six priority development areas in the Strategic Plan for Lund University 2017–2026 ([http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/strategisk_plan_2017-2026_2.pdf](http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/strategisk_plan_2017-2026_2.pdf)) are:

- Well-developed leadership and collegiality are success factors, meaning that Lund University “shall work to develop active and responsible collegiality permeated by the sense that we are one University with a great diversity among its staff.”
Students, employees and visitors are to be offered attractive environments – meaning that the organisation is to be characterised by a good work environment, gender equality and the ability to ensure equal opportunities for both students and staff.

Both these points are significant for enabling a reduction of the risk of harassment and sexual harassment.

Pursuant to the Strategic Plan, Lund University’s core values are also based on the legislation that a Swedish public authority is obliged to follow. The organisation is to safeguard democracy, legality, impartiality, freedom of opinion, respect for everyone’s equal value, efficiency and service, as well as democratic principles and human rights and freedoms. Gender equality and diversity are fundamental principles for all parts of our organisation.

**QUESTION: WHAT WORK IS BEING DONE TO PREVENT HARASSMENT AND SEXUAL HARASSMENT?**

**Answer:** Lund University has worked on the issue of sexual harassment for several years, on the basis of the Equal Opportunities plans and the Gender Equality plans. As of the start of the new year, the organisation will begin to implement a new way of systematising the active measures, i.e. systematic prevention against discrimination as established in the new Discrimination Act (SFAD [http://www.hr-webben.lu.se/arbetsmiljo/diskriminering/systematiskt-forebyggande-arbete-mot-diskriminering](http://www.hr-webben.lu.se/arbetsmiljo/diskriminering/systematiskt-forebyggande-arbete-mot-diskriminering)) (only in Swedish). Since the start of the year, Human Resources has been offering workshops on the implementation of SFAD to the faculties, often in combination with an update of their systematic work environment management. At the time of writing, the workshop has been held on 19 different occasions within Lund University.

**QUESTION: CAN SEXUAL HARASSMENT BE REPORTED ANONYMOUSLY?**

**Answer:** Yes, it can. Lund University can take general initiatives to combat and prevent sexual harassment. However, the University cannot pursue a case against an accused individual, group of accused individuals, on the basis of an anonymous report.

**QUESTION: SHOULD A REPORT ON SEXUAL HARASSMENT BE REGISTERED?**

**Answer:** Reports of harassment and sexual harassment are to be documented and registered, whether or not it is anonymous. In order to protect the affected parties you have the possibility to apply a confidentiality procedure when registering documents. This means that the case can only be shown to the administrators of the document registration system. Consult with your immediate registrar. If a request for disclosure is made, contact the Legal Services office at Legal Services and Records Management for a confidentiality assessment. Any parts of the material that are deemed appropriate to keep confidential can be concealed prior to disclosure in accordance with the instructions from the Legal Services office. A decision on confidentiality can be appealed and does not guarantee the individual's privacy.

**QUESTION: SHOULD REPORTS OF SEXUAL HARASSMENT BE REGISTERED IN THE UNIVERSITY’S DOCUMENT REGISTRATION SYSTEM? INCLUDING ANONYMOUS REPORTS?**

**Answer:** Yes, reports of harassment and sexual harassment are to be registered, regardless of whether or not they are anonymous. If the report is verbal, it is to be documented in a memo or official notes and registered. All evidence of importance to the investigation and to any necessary decisions is to be documented and registered.
**QUESTION:** How can we protect the integrity of individuals in a registered case?

**Answer:** To protect those involved, it is possible to mark the case as confidential in the registration system. This means that the case cannot be disclosed to others besides those managing the case in the document registration system. Talk to your nearest records management officer. Each time a document is requested, its confidentiality is to be reviewed. If necessary, the Legal Services Office can provide support in this assessment. If there is a legal reason for parts of the material to be kept confidential, they are to be redacted before disclosure according to instructions from the Legal Services Office. Confidentiality can be overridden and is not a guarantee of the integrity of individuals. Read more about document registration on the Staff Pages: [http://www.staff.lu.se/support-and-tools/legal-and-record-management/document-registration](http://www.staff.lu.se/support-and-tools/legal-and-record-management/document-registration)

**QUESTION:** If the investigation is not yet complete, must we release what we have or can we complete the investigation before releasing any documents?

**Answer:** Documents that arise in various stages of a case are to be registered on a continuous basis. A document that arrives at the public authority from outside it (received) or that is sent out from the public authority (sent) is a public document and is to be released on demand, unless it is protected by confidentiality. A document produced or sent within the public authority becomes a public document only once the case is closed. [http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/lathund_om_att_hantera_begaran_om_utlamnande_av_allman_handling_1.pdf](http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/lathund_om_att_hantera_begaran_om_utlamnande_av_allman_handling_1.pdf) (In Swedish)

**QUESTION:** If a student reports another student for suspected harassment or sexual harassment, are we to send the case directly to the Disciplinary Board and the Legal Services Office?

**Answer:** If the report concerns a student subjecting another student or employee at the University to harassment, the case is to be handled by the Disciplinary Board. The case will be investigated by the Legal Services Office on behalf of the vice-chancellor.