

# Respect, tolerance and consideration

**GUIDANCE FOR REPORTING BULLYING, DISCRIMINATION, HARASSMENT  
OR SEXUAL HARASSMENT**



## Respect, tolerance and consideration

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The Faculty of Law is a place where everyone should feel welcome and respected. There is a zero-tolerance policy towards bullying, harassment and sexual harassment, as well as reprisals against those who report shortcomings or irregularities (victimisation). A good work environment requires that all those working at the Faculty show respect and understanding for each other.

The Faculty of Law is constantly striving to create an inclusive and open workplace culture free from bullying and harassment through systematic work environment management and preventative work against discrimination. Part of that work is offering support to those who feel they have been subjected to bullying, harassment or sexual harassment.

If you are subjected to conduct that you feel constitutes bullying or harassment, you can report this and receive support.

## How do I make a report?

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Employees report to their manager in the first instance. There are no requirements as to what form the reporting of an incident is to take. It can occur in a conversation, via email, on paper or via the digital incident reporting system (IA). If you do not wish to turn to your manager, or you do not know who your manager is, you can turn to your manager's superior, the head of department, health and safety representative or HR.

## What happens after I report an incident?

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When the manager responsible for work environment has been made aware that you feel targeted, an investigation is to be launched to establish what has happened and to gather sufficient information to enable the manager to make a decision about measures to take to prevent similar incidents from happening again. The manager can conduct the investigation themselves, but another person may also be appointed to investigate. This depends on the circumstances, who was affected, and how complicated the case is. The investigator must not be someone with any close personal connection to the individual who feels targeted or to the person being accused of the abusive conduct.

If you report bullying or harassment digitally in the incident reporting system, the following people will be made aware of the case: the manager with responsibility for work environment, the principal health and safety representative and HR.

Reported incidents and investigations are to be registered in the document registration system. If access to material is requested, a confidentiality assessment is always undertaken. If you would like to know more, visit the [Staff Pages](#)

## Reporting incidents anonymously

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Reporting an incident anonymously can give a sense of security, but it can be difficult for those responsible for the work environment to take appropriate measures and give you the help you need. If the investigator in charge cannot talk to the parties concerned, it is difficult to obtain sufficient information and measures can be taken only at a general and preventive level.

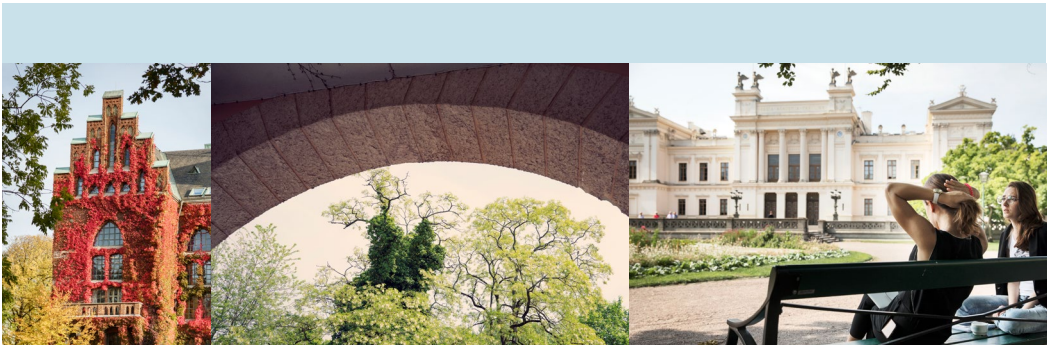
## Where to turn if you need support

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As an employee, you can turn to your manager. You also have the option of turning to your trade union or health and safety representative. If you do not know who to contact, the faculty's HR division can provide guidance.

The Occupational Health Service offers professional support to help staff members who are suffering from stress or mental health problems.

The University's Multifaith Chaplaincy offers support and gives comfort to all the University's staff members and students, regardless of faith or creed.



## HOW IT WORKS WITHIN THE FACULTY

The local HSE Committee is a preparatory and advisory body that supports the Faculty Board in the planning, implementation and follow-up of systematic work environment management. The Gender Equality and Equal Opportunities Committee is a preparatory and advisory body that supports the Faculty Board and the dean in matters relating to the systematic preventative work against discrimination.

The two committees include both employee and student representatives.

## ABOUT BULLYING

The term *bullying* is defined by the Swedish Work Environment Authority as: "Actions directed in an abusive manner at one or more employees that may lead to ill health or to exclusion from the workplace community." The regulation applies to employees, but the University must also ensure that students are provided with a good work environment and that they are not subjected to abusive conduct.

## ABOUT HARASSMENT

The term *harassment* is defined in the Discrimination Act (2008:567) as: "Conduct that violates a person's dignity and that is associated with one of the grounds of discrimination sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age."

## ABOUT SEXUAL HARASSMENT

The term *sexual harassment* is defined in the Discrimination Act (2008:567) as: "Conduct of a sexual nature that violates someone's dignity."