

2015-12-15

Department of Astronomy

## **Administrative system for complaints of discrimination by an employee**

This plan was approved by departmental board on DATE

### **Harassment and victimisation**

Actions that have a negative effect on an individual, which mean the person can end up on the outside of the department/unit community or hamper their opportunity to carry out good work, can be harassment under the Discrimination Act or victimisation/bullying.<sup>7 (23)</sup> Harassment is conduct that violates a person's dignity and which is associated with any of the grounds for discrimination including gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. Sexual harassment is unwelcome conduct of a sexual nature that violates a person's dignity.

Recurring reprehensible or negative behaviour directed at a specific individual, but which is not sexual in nature or related to a discriminatory ground, may be victimisation/bullying. It is the person who feels subjected to negative behaviour that determines what is offensive, but sometimes that person must make clear that the behaviour is unwelcome or that it is perceived as offensive.

If a representative of the university learns that a student feels that they are a victim of any of the above, the circumstances must be investigated and actions taken to ensure that the abuse ceases immediately.

### **What to do if you experience discrimination**

If someone acts towards you in a way that you perceive as harassment, note down what happened, when and where, and talk about it with someone you trust. At the department of astronomy, we suggest you initially turn to Rocio Mendoza de Andersson (contact person for equality issues). You can also turn to Garrelt Mellema (working environment officer), Maria Cavallius, Ruben Torres (PhD student representatives for working environment issues) or Göran Östlin (head of department).

Remember that if you complain of harassment to the head of department, (s)he is required to ensure that an investigation is started. The other contact persons are not obliged to do so and can be told in confidence.

If you would like to seek support or discuss what has happened outside of the department, please contact a representative of one of the trade unions or SU's health care provider.

## **Institutionen för astronomi**

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Stockholms universitet

Besöksadress:

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2015-09-21

### **Investigation and follow up**

When a complaint is made of suspected harassment, individual talks should be held with those concerned to determine what has happened. This is done by the contact person for equality issues or, on request or in very serious cases, by the head of department. The talks must be documented in writing, preferably briefly in point form. The matter must be treated confidentially and quickly. The university's equality coordinator must be informed even at this initial stage. The purpose of individual talks is to get the unwanted behaviour to cease.

If after talks there is still a need to clarify whether discrimination has occurred, the circumstances are to be investigated by the University's equality coordinator. If it's possible that what has occurred can be victimisation, an investigation of the circumstances is to be made by the department.

The vice-chancellor makes a decision in the discrimination matter. The head of department shall follow up the matter by contacting the reporting party within one month, in order to ensure that the behaviour has stopped. If this is not the case, the University's equality coordinator shall be contacted for further actions.

**If you feel you been discriminated against in connection with your work please contact one of the following:**

#### **Department of astronomy**

- Rocio Mendoza de Andersson, contact person for equality issues, email: [rocio.andersson@astro.su.se](mailto:rocio.andersson@astro.su.se), tel. 08-5537 8501
- Garrelt Mellema, contact person for working environment questions, email: [garrelt@astro.su.se](mailto:garrelt@astro.su.se), tel: 08-5537 8552
- Maria Cavallius, PhD representative for working environment questions, email: [maria.cavallius@astro.su.se](mailto:maria.cavallius@astro.su.se), tel: 08-5537 8544
- Ruben Torres, PhD representative for working environment questions, email: [ruben.torres@astro.su.se](mailto:ruben.torres@astro.su.se), tel. 08-5537 8544
- Göran Östlin, head of department, email: [prefekt@astro.su.se](mailto:prefekt@astro.su.se), tel: 08-5537 85

#### **Personnel Services**

Lina Bäckstrand, Equality coordinator, e-mail: [lina.backstrand@su.se](mailto:lina.backstrand@su.se), tel: 08-16 26 88

#### **Support**

Trade unions (SACO, ST, Seko)

Stockholm University's Health Care Provider – Feelgood AB, tel. 08-676 82 00

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