Local guidelines for handling matters regarding sexual harassment

Uppsala University’s action programme against gender harassment (in Swedish, *Handlingsprogram mot kränkning på grund av kön* (UFV 2004/1516)) stipulates the ongoing measures to be taken with the aim of preventing gender harassment at the university. If cases of gender harassment occur despite the preventive efforts, they should be dealt with in accordance with the instructions which are also contained in the above-mentioned action programme. According to this programme, action should be taken at two levels:

1. If the person who feels harassed decides to make a formal report, a judicial investigation is to take place. In this case, the university’s central procedural rules (in Swedish, *Handläggningsordning* (UFV 2004/489)) shall be applied and there is then no scope for local assessments.

2. Regardless of the result of the judicial investigation, a case of gender harassment is always a reason to review the working/study environment at the department and possibly to take action.

The procedure

*Step 1:* A student or an employee at the department, individual P, feels that they have been subjected to gender harassment.

*Step 2:* P contacts an office holder, B, at the department to describe the situation. P chooses a person to contact whom P trusts.

*Step 3:* B informs the head of department, who contacts the university’s gender equality officer. If the head of department is a party in the case, B contacts the gender equality officer directly instead. The measures in Step 3 shall be undertaken in consultation with P.

*Step 4:* P meets the gender equality officer for a discussion. This discussion may lead to P deciding to make a formal complaint on gender harassment. In this case, steps are taken in accordance with the university’s central procedural rules. Alternatively it may be the case that P does not wish to make a formal complaint.
Step 5: Regardless of whether P makes a formal complaint or not, steps may be taken to improve the working/study environment. According to the above-mentioned action programme, this is the responsibility of “the person in charge of the working environment at the department”. At the Department of Information Technology, this is the head of department. The Department Board has decided that the head of department shall consult the gender equality officer about two (2) appropriate actions. The resource persons mentioned below shall also be involved in this consultation as well as the head of department.

Step 6: The case is considered to be closed when any judicial investigation has taken place, when the working/study environment measures called for by the case have been undertaken and the follow-up has shown that the measures taken have had the intended effect.

Resource persons at the department

The department has a special contact person for cases of gender harassment. There is also an administrator dealing with working environment cases, as well as the gender equality officer and the head of department. All these persons may be assumed to have a good knowledge of the university’s action programme and the guidelines on handling cases of gender harassment.