



NORDITA

The Nordic Institute for Theoretical Physics

Action Plan in case of Sexual Harassment

Harassment of any form is not tolerated at Nordita. This document focuses on sexual harassment and outlines the different support structures that are in place at Nordita and provides an overview of the action strategies that can be implemented after an incident of harassment. Nordita follows Stockholm University's guidelines for how to deal with sexual harassment at the workplace. More information about the Stockholm University routines in case of sexual harassment can be found [here](#).

Everyone at Nordita is entitled to immediate help and support after experiencing a sexual harassment incident. Nordita is committed to act promptly in order to guarantee your protection and in order to stop cases of continuing harassment.

If you experience or become aware of sexual harassment at Nordita:

Experiencing sexual harassment means experiencing some form of abuse and you are entitled to immediate help and support. If you have experienced any kind of sexual harassment we encourage you to ask for help. We want to stress that you are in charge of how matters will be handled and how far you want to take the corresponding actions. You determine what constitutes unwelcome and offensive behavior. Below you can find a list of contact persons and different support possibilities you might want to choose.

If you find out about another person who is or has been subjected to sexual harassment at the department, we also strongly suggest turning to one of the contacts below. However, it is also important to keep in mind that if the person who has been harassed does not want to pursue the case and wishes to remain anonymous, you are required to keep it anonymous.

Remember that you, as an employee, do not have a duty to investigate. That is, you do not have to form an opinion about the question of guilt. A subjective account by anyone about the harassment is sufficient for you to act according to the descriptions below.

Contact persons at Nordita:

Depending on the type of support and level of actions that you want to undertake, we list below different contact persons. In the next section, we describe the role and responsibilities for each of these contact persons.

Head of Administration	Elizabeth Yang
Director	Mikael Fogelström
Work Environment Representatives (WER)	Sofia Qvarfort, Ralf Eichhorn

The Head of Administration will:

The head of administration will listen to the person who has experienced or observed sexual harassment, then provide support and information about possible ways to proceed. The head of administration is obliged to inform the director of what has occurred.

1. Interview the involved parties privately and separately, so that they will have a chance to present their version of the incident.
2. Document what has occurred and how the department has treated the matter. The matter should be documented even if the person subjected to sexual harassment chooses to remain anonymous and has decided to not pursue the case further. If the person who experienced the harassment chooses to remain anonymous all persons involved must remain anonymous. The incident will be recorded even if the person affected wishes to remain anonymous and does not want to pursue the case.
3. Inform the person affected about the procedure for filing a formal complaint, the type of action the department and the central SU disciplinary committee will take, and emphasize the support of the department if the person affected chooses to file a formal complaint.
4. Encourage the person who experiences harassment to file a formal complaint. If they wish to pursue the case, the Stockholm University HR department will be contacted.
5. In case the person who experienced harassment wishes to proceed with a complaint, the Head of Administration will also have a dialogue with the accused in order to inform them.

The Director will:

If you turn to the director with a complaint about sexual harassment, they can also provide support and take the same steps as the head of administration (outlined above), if that is your preference. However, if you approve, some of these tasks may be delegated to the head of administration instead. Should you feel that neither the Director nor the Head of

Administration are able to judge the case impartially, you can turn to the Deputy Director or contact the Stockholm University HR department directly.

The director will bring the matter in front of the central SU disciplinary committee if the person who experienced harassment so desires. The director is also responsible for communicating with the disciplinary committee and responsible for communicating the decision of the disciplinary committee in its entirety and without delay to the board and affected staff. Ultimately the director is responsible for the observance of the decision.

The Work Environment Representative will:

The Work Environment Representatives (WER) have a vow of silence and you can turn to them for support, information and guidance about what to do. They are required to protect your anonymity and cannot tell anyone else about what you have told them. If you wish to contact the head of administration or director, the WER will support you in this process. In contrast to the Director and the Head of Administration, the WER does not have the formal duty to investigate.

Contacts outside of Nordita:

-Your union:

If you are part of a union, you can contact them. They can provide general advice and information about rules and regulations in Sweden and tips about how to navigate the situation, as well as the duties of the employer.

-Avonova (Occupational Health Care provider of SU/Nordita):

You can receive three free counselling sessions per year with a therapist, anonymously. Book an appointment by calling them at 08-120 125 00.

Follow-up guidelines:

The Nordita contact person will meet the person affected at least three times after the disciplinary committee has dealt with the case, or after it has been settled by agreement. The first meeting should take place **one week** after the case is formally closed or informally settled, the second **one month** later, and the third **six months** after the decision. This is to ensure the wellbeing of the person who has been harassed and to ensure that any steps decided upon are followed.

On these occasions the contact person should ask the person affected:

- Has the harassment actually come to an end?
- If the case was closed by an agreement, has the harassing person followed the agreement?
- Have you been subjected to other harassment as a result of the complaint process (for example freeze-out, spreading of rumors, or bullying)?
- How do you feel about the response from the department?