



LUND
UNIVERSITY

Department of Human Geography

Approved by the departmental board 2013-12-04

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PROCEDURE CONCERNING DISCRIMINATION, UNEQUAL TREATMENT AND HARASSMENT – STUDENTS

Management, i.e. the head of department or equivalent, is responsible for preventing and counteracting the discrimination, unequal treatment or any form of harassment of any employee or student.

It is the task of management and the directors of studies to ensure that measures are swiftly taken in cases of victimisation. Management and the directors of studies are also to ensure that the long-term planning of activities is done in such a way as to prevent victimisation, bullying and destructive conflicts.

A **student** who feels victimised or harassed should primarily address his or her concerns to the head of department.

- The head of department, who is responsible for preventing and counteracting the victimisation and harassment of any employee or student, is to swiftly investigate the circumstances and assess whether the incident is of such a nature that it can be handled at the department or whether it needs to be taken further.
- In the latter case, the head of department is to contact the head of the Vice-Chancellor's office.
- The person exposed to victimisation and harassment is to receive the necessary support, for which the head of department should evaluate whether there is cause to involve the Occupational Health Service or the Student Health Service.
- The head of department is also to assess what measures need to be taken at the department in order to prevent further harassment. In addition, the person reported is to be informed of the complaint against him or her in order to have an opportunity to respond to the allegations.

If the head of department is the perpetrator, student should report the incident to the dean of the Faculty of Social Sciences. It is also possible to turn to the Student Health Service.

A student who feels victimised or harassed can also choose to report the incident directly to the head of the Vice-Chancellor's office, who is to assess where the case will be dealt with and what further measures are to be taken.

Where can I turn if I have questions regarding gender equality, equal opportunities and diversity?

Department of Human Geography – Equal opportunities management group

Other contacts:

*Faculty of Social Sciences: Alexander Lindgren, human resources manager at the faculty.
(see: <http://www.sam.lu.se/o.o.i.s/28460>)*