

Information and guidelines regarding harassment and sexual harassment

At the Department of Archaeology and Ancient History, the Equal Opportunities Group (*Lika Villkorsgruppen*) is in place to make sure all students and staff at the institution receive support and respect regardless of their sex, gender identity or expression, sexual orientation, ethnicity, age, religion or belief, and disability. The main task of the group is to provide support and guidance on matters of equal opportunities, and to counteract and prevent discrimination. These guidelines focus particularly on how students and staff should deal with experiences of harassment and sexual harassment, as the department strives to foster an open and inclusive environment free from any sexual misconduct by either students or staff. These are issues we take highly seriously, and which will be dealt with in a professional and considerate manner.

What is sexual harassment?

Sexual harassment is behaviour of a sexualized nature that is experienced as unwelcome and compromises a person's dignity. This can include comments, requests, or physical advances that make the person in question feel professionally undervalued, uncomfortable, or threatened. In some cases, the person may feel that their job or education might be at risk if they do not reciprocate or overlook unwelcome advances from people in powerful positions. People may experience sexual harassment differently, and have different reactions. The person that feels harassed decides what is unwelcome advancements or behaviour. It is important that this person makes it clear to the person who exposes him/her that the act is offensive and unwelcome; however, in those cases where the behaviour is very clearly offensive, no comment is required by the victim, and they or other bystanders may report the incident directly (for more information, see: <http://www.do.se/other-languages/english/what-is-discrimination/#10>).

If you have experienced harassment or discrimination:

- You may contact any member of staff or teacher at the institution that you feel comfortable confiding in, including the head of department (*prefekt*). They will treat your case with respect and dignity, and start a thorough investigation of the incident. If necessary, they will also report the incident to the Vice Chancellor and/or the HR-Division that will handle the matter in a professional manner according to the University's Guidelines and sexual harassment laws.
- If you are a student or doctoral student, you can contact the student and PhD student ombudsman at the Uppsala Student Union or the Student Health Service
- Always consider having someone accompany you if you decide to confront the person in question and make your feelings clear. They may or may not be aware of how their behaviour has been perceived.

If a student or colleague comes to you for advice or help:

Assure them that their case will be taken seriously, and provide them with support and understanding. They may just want someone to discuss the situation with, or they might want to take more formal action. Any employee who has been made aware of a possible case of sexual harassment of a student must without delay inform the head of department about the case. According to University guidelines, any head of department who receives information about a possible case of sexual harassment within their work place must without delay, and if necessary, with the support of the Human Resources Division, carry out a preliminary investigation of the situation. The purpose of this preliminary investigation is, among other things, to explore the possibility of dealing locally with the case at hand. Any case that cannot be dealt with locally can be reported by the subjected party, and, when needed, with the support of the relevant head of department, to the Vice Chancellor, who will determine whether an investigation is called for” (paraphrased, Guidelines for Dealing with Cases of Harassment under the Discrimination Act, 2011: 4)

Contact information:

You may contact any member of staff or of the Equal Opportunities group, or you can e-mail the group at Lika.Villkor@arkeologi.uu.se

You may also contact the HR-Division: likavillkor@uadm.uu.se

Members of the Equal Opportunities group:

Henriette Rødland (Equal Opportunities Officer): Henriette.Rodland@arkeologi.uu.se

Susanne Carlsson (Head/*Prefekt*): Susanne.Carlsson@antiken.uu.se

Gunilla Runesson (Staff representative Campus Gotland): Gunilla.Runesson@arkeologi.uu.se

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Neil Price ((Staff representative Campus Uppsala): Neil.Price@arkeologi.uu.se

Amanda Jeppsson (Student representative Campus Uppsala)

Olivia Gustafsson (Student representative Campus Gotland)

Annika Nordström (PhD student representative)

If you would like more information:

<http://www.do.se/>

<https://www.uu.se/en/about-uu/organisation/mission-core-values/equal-opportunities/> (English)

<http://www.uu.se/om-uu/lika-villkor/> (Swedish)

<http://regler.uu.se/document/?contentId=131823>