



Policy for Equality, Equal Opportunities and Diversity

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Purpose

The purpose of this policy for equality, equal opportunities and diversity (referred to as JLM-policy in Swedish) is to regulate how HTS works for equality, equal opportunities and diversity, to define the responsibility of various parties and also to clarify the Union's responsibility towards the members of the Union.

Overall objective

The Student Union for Humanities and Theology (HTS) at Lund University aims for every member to feel welcome, respected and included. Everyone should feel safe at the union, whilst interacting with the union and during the union's activities. HTS aims to ensure that the JLM-policy permeates and is implemented in all parts of the organisation.

Definitions

Below are definitions of terms that you will find in the JLM-policy. Some of these definitions are based on The Discrimination Act 2008:567.

Grounds of discrimination, according to the Discrimination Act, are: sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Within the framework of HTS' activities, other discrimination grounds are: language, course- and program



affiliation and socioeconomic background.

Discrimination pertains to:

- Direct discrimination: negative treatment or unfair treatment of a person associated with any or several of the discrimination grounds.
- Indirect discrimination: application of a formally neutral provision, criterion or procedure that in practice means unfair treatment of people based on any or several of the discrimination grounds

Harassment pertains to:

- a behavior that violates someone's dignity, if the behavior has any connection to any or several of the discrimination grounds.

Sexual harassment pertains to:

- a behavior of sexual nature that violates someone's dignity. That includes both clearly sexual acts and insinuations and also acts of the more subtle kind..

Active members: members of the Union that have been chosen for a position of trust by the Representative Assembly, are part of a student council and/or are active during the novice orientation.

Equality

Equality means that all people, regardless of their gender, have the same obligations, rights and opportunities. In an equal society everyone has the same capability to shape society and one's own life. For HTS this means for instance:

- to work for student advocacy within the HT faculties, and at the university through LUS.
- to strive to be an open and accepting organisation where no one is being discriminated against or harassed because of their gender and/or nonconforming gender identity or expression.

Equal rights

Equal rights means that all people have the same obligations, rights and opportunities no matter their ethnicity, religion or other belief, disability, sexual orientation, age, language, course and programme affiliation and also socioeconomic background. For HTS this means for instance:

- to organise and market events and activities where all members are able to take part.
- to plan the Unions activities so that no participant feels violated or unjustly treated.
- to work with student advocacy within the HT faculties to promote an inclusive study environment.

Diversity

Diversity means that people with several different identities, backgrounds and/or other affiliations are represented in a certain place. For HTS this means for instance a wider representation through:

- to have diversity among the positions of trust elected by the Representative Assembly.
- that the composition of the Representative Assembly shall represent all members of the union.
- that diversity should be an important aspect of the Nomination Committee's work to prepare positions.

Division of responsibilities within the organisation

Everyone within the union has a responsibility for the ongoing JLM work in accordance with this policy.

The Board:

- The Board has the general responsibility for work with JLM issues in the Union.
- The Board is responsible for handling received JLM cases.
- The Board is responsible for reporting back the work, execution and actions regarding JLM issues to the Assembly (FUM).
- The Board shall appoint a JLM-responsible member of the Board.
- The JLM-responsible board member shall have special insight into the JLM work that is ongoing at the union. The JLM-responsible board member is also encouraged to take part in JLM matters at LUS level. Contact information for this shall be available.
- The Board is responsible for informing the inspector of JLM cases.

The Presidium:

- The Presidium is responsible for enforcing and following up on decisions or actions taken.
- The Presidium is responsible for informing the active members of the Union about the Unions' JLM work and the JLM policy.
- VKOS is responsible for reporting and taking part in the work of JLM issues at the faculties and the university.

The Representative Assembly:

- The assembly is responsible for reviewing the execution of received cases based on the reports made by the board.
- The assembly has, in accordance with the statutes, the responsibility to deal with the vote of no confidence received.
- The assembly has a responsibility to take into account the diversity aspect when electing for the union's positions of trust.

Active members:

- All active members of the union have a responsibility to know, follow and implement the JLM policy within the organisation and advocacy work.
- Committee Chair, Student Council Chair and Novice Admiral have a particular responsibility for working with and implementing the JLM policy in their respective activities.

Follow-up and action

The following are examples of how the Union works with follow-up of cases related to discrimination and harassment:

- all members of the union should know where to turn if they feel violated or unfairly treated during the union's activities.
- the union must pay attention to any cases of discrimination and harassment, follow up on these and take action.
- the union will handle received student cases related to discrimination and harassment.
- the Union shall encourage and facilitate the dispersion of information regarding JLM issues.

Action plan in regard to discrimination and harassment within HTS operations

Case management

It is the Union Board that handles and decides on measures in the event of a case concerning discrimination and harassment within HTS's operations. The following can be done in case management:

- all case management must be done with the consent of the victim. The victim can remain anonymous at all stages.
- record information about the situation based on date, time, place, involved, organs and sequence of events. These notes should be handled appropriately and discreetly.
- assess the appropriate action.
- take advice from the inspector.
- assist in the case of a police report.
- inform the victim about support organisations, such as the Student Health Service or the Student Chaplains.

Authorities

The Union Board has the authority to carry out the following actions when dealing with discrimination and harassment within HTS:

- suspend a person from the relevant parts of the organisation.
- suspend a person from all activities of the Union.
- exclude a person from the Union's premises.
- inform the Representative Assembly of the person's unsuitability in elections to a position of trust.
- in accordance with the statutes, bring a vote of no confidence against the person concerned if they are in a position of trust.

Dispersion of the policy

HTS makes this policy available and implements it through:

- to have the JLM policy published on the website, as physical copies at the union and uploaded in elected officials' cloud services (e.g. Google drive).
- that the policy is included in all handovers for the Presidium and the Board.
- to annually educate the Representative Assembly in the content of the policy.
- to educate the active members participating in the novice orientation in the content

- of the policy each semester.
- that the Presidium informs the active members about the content of the policy.



The Student Union for **Appendix I. HTS handling of sexual harassment**
Humanities and Theology

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Introduction


The Student Union for Humanities and Theology (HTS) strives to be an organisation where all members can feel safe. The HTS Policy on Equality, Equal Opportunities and Diversity states that "members should be able to participate and become active without the belonging of programmes or courses, gender, belief, ethnicity, sexual orientation, disability, age, language and transgender identity are an obstacle" and that "the Union shall be an open environment where everyone can feel welcome". An important part of this is that HTS does not accept sexual harassment.

This action plan contains suggestions on how sexual harassment in different types of situations can be handled by HTS. The situations are divided into two chapters: the handling of sexual harassment in HTS operations and the handling of sexual harassment outside HTS operations. The chapters are divided into several subheadings, and each subheading is followed by a number of proposed measures.

It is not certain that all situations can easily be placed under a single subheading, nor that all the proposed measures at each subheading are appropriate for each case. The measures are divided into what shall, should, can and may be done, but dealing with sexual harassment is complex and requires a lot of sensitivity and awareness of the responsible from HTS who handles them. The proposals should therefore not be seen as a to-do list where each individual item has to be executed in a particular order, nor that these actions must be carried out in cases where a different type of handling is deemed to be more appropriate. Instead, they should be seen as guidance and support.

The Board of HTS are not experts in dealing with sexual harassment, and therefore it is important that the Board, as part of their handling of these, ask for help from support functions with greater skills and experience in dealing with this type of case, for example the student chaplains or the university's security department.

In this action plan, the term 'the victim' will be used of the person who considers themselves to have been



sexually harassed, and the 'accused' if the person is considered to have exposed someone else to them.

Definition of sexual harassment

HTS defines sexual harassment in accordance with Section 4 of the Discrimination Act as "conduct of a sexual nature that violates someone's dignity". According to the Bill to the Discrimination Act (prop. 2007/2008:95), this behavior may be verbal, non-verbal or physical and should be unwanted by the victim. In order for the meaning of the law to be regarded as harassment, the accused must also realise that the conduct is undesirable. Insight is based on the fact that an ordinary person in this context should understand that the behavior is unwanted.

The assessment of whether the accused should have realised that the conduct is undesirable takes place on a case-by-case basis. A clear verbal no always signifies that the accused should have realised that the behavior is unwanted, and examples of things HTS equates to a clear verbal no is that the victim blocks the accused on social media, that the victim physically moves on or strikes the accused's hands, and/or that the victim during an event regularly and in connection with the harassment leave the accused's presence.

It is the victim who determines that a behaviour is undesirable.

Division of responsibilities and contact

The Board is ultimately responsible for all HTS operations, and thus the handling of sexual harassment. Responsibility for dealing with a specific situation can be delegated to, for example, a novice admiral or a head of festivities, especially if no one from the Board is present. All elected representatives also have a responsibility to ensure that the Union is an environment where sexual harassment does not occur nor is accepted.


As a preventive measure, students should be informed that HTS does not accept sexual harassment, and that persons who have been subjected should contact the Board, but preferably the President (ultimately responsible for HTS activities), VKOS (responsible for student social activities) or the contact person of the Board who receives the anonymous answers from the form of internal complaints on the website (responsible for receiving cases that they for some reason do not want to go to the presidium with).

Handling of sexual harassment in HTS operations

Sexual harassment can occur in different places within HTS operations, and should be handled differently depending on the situation. This guideline presents a number of proposed measures, but since each case is unique, they should be seen as recommended actions rather than each action having to be carried out in a pre-exposed order.

The measures may also differ depending on whether the incident is deemed to be sexual harassment of a more or less serious nature. It is up to the responsible person at the Union and the victim to assess in each case whether a case is more or less serious. Examples of less serious cases of sexual harassment can include unwanted comments, invitations or groping. For example, more serious cases of sexual harassment can be groping, unwanted physical advances or rape.

HTS' activities can look different and are defined in many different ways, and the incidence of sexual



harassment needs to be handled differently depending on the type of activity. Below are listed different types of activities that can be defined as HTS activities, or that affect HTS operations, and suggestions on how sexual harassment can be handled within the framework of these.

Something occurs during an activity organised by HTS in Lund and where HTS is also solely responsible for the premises

HTS organises a number of activities where HTS is solely responsible for the premises. This includes activities during the novice orientation (e.g. barbecue, movie night, outdoor games), activities directed at active members of the Union (e.g. summer or Christmas thank you parties), activities organised by a committee or a student council (e.g. the festivities Committee's Christmas crafts), game nights or Café Multilingua.

Responsible from the Union Board:

- should listen to the victim's version of what happened and respect what the person wants to do and not do when it comes to taking action. This is also something that is expected of all HTS active members.
- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- should have conversations with the victim and the accused, either together or separately depending on the victim's wishes.
- should support the victim and help the person to get home or away from the site (provided that the person responsible is informed of the incident in close proximity to the event).
- should ask the accused to leave the site (provided that the person responsible is informed of the incident in close proximity to the incident). If the activity takes place in connection with the university premises, the university's security department can be contacted. It is not certain that the security guard has the power to physically remove someone from the site, for example, if it is outdoors or on common areas, but a notice can still often be effective.
- may exclude the accused from future activities within HTS.
- may ask the accused to resign any positions of trust and assignments within HTS.
- may call for a vote of no confidence against the accused (in accordance with HTS Statute §5.2.7).
- may encourage the victim to report the incident to the police.

Something occurs during an activity that HTS organises outside of Lund and where HTS is also solely responsible for the premises

HTS sometimes organises activities outside of Lund, often camp activities that can be for educational or thank-you purposes. If sexual harassment were to occur in such a situation, the handling of them differs to some extent from how the same situation would be handled if it arose in Lund.

Responsible from the Union Board:

- shall, as a preventive measure, ensure that there is always one available car and at least one person capable of driving it.
- shall inform all participants, as a preventive measure, that sexual harassment is not tolerated and

where they can turn if something happens.

- should listen to the victim's version of what happened and respect what the person wants to do and not do when it comes to taking action. This is also something that is expected of all HTS active members.
- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- should help the victim to go home if they wish.
- should offer the accused to go home, or if the situation is deemed to be serious, decide to send the person home.
- may exclude the accused from future activities within HTS.
- may ask the accused to resign any positions of trust and assignments within HTS.
- may call for a vote of no confidence against the accused (in accordance with HTS Statute §5.2.7).
- may encourage the victim to report the incident to the police.
- may contact the police if deemed necessary.

Something occurs during an activity that HTS organises in another organisation's premises

HTS organises a number of activities in other people's premises, e.g. nations' premises. What happens on those premises is primarily the responsibility of that organisation.

If something has occurred before the activity

Responsible from the Union Board:

- should listen to the victim's version of what happened and respect what the person wants to do and not do when it comes to taking action. This is also something that is expected of all HTS active members.
- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- may prohibit the accused from buying a ticket for a sitting or similar.
- in situations where HTS buys pre-sale to a nation club and has banned an accused to buy a ticket through HTS, the board may verbally contact the nation concerned and say that HTS would wish that the accused is not allowed to buy a ticket at the door.
- may exclude the accused from future activities within HTS.
- may ask the accused to resign any positions of trust and assignments within HTS.
- may call for a vote of no confidence against the accused (in accordance with HTS Statute §5.2.7).
- may encourage the victim to report the incident to the police.

If something occurs during the activity

Responsible from the Union Board:

- should find those responsible from the organisation, inform them and be supportive of them if necessary, but not take matters into their own hands.
- should listen to the victim's version of what happened and respect what the person wants to do and not do when it comes to taking action. This is also something that is expected of all HTS active members.

- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- may prohibit the accused from buying a ticket for a sitting or similar.
- should help the victim to go home if they wish.
- may exclude the accused from future activities within HTS.
- may ask the accused to resign any positions of trust and assignments within HTS.
- may call for a vote of no confidence against the accused (in accordance with HTS Statute §5.2.7).
- may encourage the victim to report the incident to the police.

Something occurs in a situation outside HTS business where an active person within HTS is accused of having subjected another active person in HTS to something

Many active people in HTS also socialise outside the activities arranged by HTS. Situations that arise there may affect HTS's operations, for example through spreading of rumours and unwillingness to work together, and thus need to be handled by HTS.

Responsible from the Union Board:

- should listen to the victim's version of what happened and respect what the person wants to do and not do when it comes to taking action. This is also something that is expected of all HTS active members.
- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- should have conversations with the victim and the accused, either together or separately depending on the victim's wishes.
- may give priority to the victim's well-being, even in a situation where it is word against word or difficult to find evidence of what has happened.
- may exclude the accused from future activities within HTS.
- may ask the accused to resign any positions of trust and assignments within HTS.
- may call for a vote of no confidence against the accused (in accordance with HTS Statute §5.2.7).
- may encourage the victim to report the incident to the police.

Something occurs in a situation outside hts business where an active person within HTS is accused of having exposed someone who is not active for something

Even a situation where an active member within HTS is accused of having harassed someone who is not active in HTS in a situation that was not part of HTS' activities may affect HTS' activities. This may include, for example, spreading of rumours and unwillingness to work together, and may therefore need to be handled by HTS.

Responsible from the Union Board:

- will listen both to other active people who tell about the incident, and to the accused.
- focus on the organisation's activities as a whole.
- take into account the feelings of all active members about the situation.
- may exclude the accused from future activities within HTS.

- may ask the accused to resign any positions of trust and assignments within HTS.
- may call for a vote of no confidence against the accused (in accordance with HTS Statute §5.2.7).

Dealing with sexual harassment outside HTS operations

HTS's main mission is to monitor the education at the Faculties of Humanities and Theology at Lund University. This means that any issue that in any way concerns students and their education at the faculties may need to be dealt with by HTS, and this may also involve cases of sexual harassment.

In cases outside of HTS's operations, HTS does not have the same authority to decide what should happen and how the situation should be handled, but should instead act as a source of knowledge and support for the victim. Below are two situations where students at the HT-faculties may be subjected to sexual harassment, who is responsible in the situations and suggestions on how HTS should act in the context of these situations.

A student is sexually harassed by a university employee

If a student has been sexually harassed by a university employee, this is handled not by HTS, but by Lund University. However, this does not mean that HTS does not have a responsibility for the student who has turned to the Union.


Responsible from the Union Board:

- should listen to the victim's version of what happened and respect what the person wants to do and not do when it comes to taking action. This is also something that is expected of all HTS active members.
- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- can encourage the student to report the event to the university and explain how the process is done.
- can be a support at meetings with the university.
- may encourage the student to report the incident to the police.

Lund University's handling of sexual harassment

The Vice Chancellor of Lund University has the general responsibility for the working environment, but the direct responsibility is delegated to the deans of the faculties and the heads of departments. The student can possibly report the event to his/her head of department, but can also report the event to any employee at the university. That person then has a responsibility to inform the head of department.

The head of department is responsible for investigating the circumstances of the harassment, that they cease and do not happen again, and that any action is taken quickly. The student who has reported may in no way be subjected to retaliation (negative actions) because he/she has made a complaint.



Since Lund University is an authority, all e-mails to official LU e-mail addresses become public documents, and can therefore be requested by anyone. It is good if HTS pays attention to this for students who have been sexually harassed and want to report them.

A student is accused of sexually harassing a university employee or another student

If a student is accused by a university employee or another student of sexual harassment, this is handled not by HTS, but by Lund University. However, students can turn to HTS for support in the process, and then HTS has a responsibility for the student who has turned to the Union.

These situations differ in that HTS represents the students, and therefore should always represent the student in a case when the student is accused by a university employee. In a case where a student accuses another student, HTS may represent both students, and then it is important that HTS listens to both versions and protects both students' rights. These situations may require that the responsible from the board has to make assessments in which one cannot be completely neutral.

If the victim is a university employee

Responsible from the Union Board:

- listen to the student's version of what happened. This is also something that is expected of all HTS active members.
- explain how the University handles these kinds of allegations.
- can be a support at meetings with the university.

If the victim is a student

Responsible from the Union Board:

- will listen to the students who have turned to the Union's version of what happened. This is also something that is expected of all HTS active members.
- should be supportive and compassionate. This is also something that is expected of all HTS active members.
- should respect what the victim wants to do and not do when it comes to taking action.
- can encourage the victim to report the event to the university and explain how the process is done.
- can be a support at meetings with the university.
- encourage the victim to report the incident to the police.
- may prioritise the victim's well-being, even in a situation where it is word against word or difficulties to find evidence of what has happened.

Lund University's handling of sexual harassment

A student who subjects another student or employee to harassment may be the subject of a disciplinary matter. These are handled by the Disciplinary Board, which can convict students of disciplinary violations. Students who are convicted receive a warning or are suspended from teaching for a limited period of time, most commonly for six weeks, for a maximum of six months. They are also suspended from tests and other activities within the framework of the education.

