**Reporting victimisation FAQs**

The Swedish University of Agricultural Sciences has a zero tolerance approach to victimisation. All SLU staff and students must be treated equally and with respect. Here you will find frequently asked questions about reporting victimisation.

**Who can help me if I choose to file a report?**

There are several people you can talk to if you feel you have been victimised. They can also offer you help. Your first contact should be your line manager or equivalent. You can also contact a human resources officer, health and safety representative or somebody from your union. The occupational health services can also provide you with support externally. Doctoral students can contact the doctoral student ombudsman.

**When do I need to file a report?**

You must report anything that has made you feel victimised. As the victim, you are always the one to determine whether certain behaviour was unwelcome, undesirable or a form of victimisation.

**How do I file a report?**

There is no specific form for reporting victimisation at SLU. You can report victimisation in writing via email or letter, or verbally via a telephone call. File the report with your line manager as they have the primary responsibility for initiating an investigation. If your line manager or equivalent has been involved in the victimisation, file your report with their immediate supervisor. You can also file a report via a human resources officer.

**Can I file an anonymous report?**

Yes, you can file an anonymous report. However, this will affect what type of action SLU can take. Anonymous reports can be used in SLU’s preventive work and can lead to general measures being taken. However, in order to take action against a specific person, an investigation needs to take place meaning the victim needs to provide their contact details.

### Does it count as victimisation if it happens outside of working hours?

### Yes, if you have been victimised by a member of SLU staff or an SLU student and it is affecting your work, you can report this. This also applies if victimisation took place during a conference, business travel, or any other occasion when you were representing the university.

**What will happen with my report?**

An investigation will be initiated once a report has been filed. The person in charge of the investigation will contact you for more information. The events will be assessed to determine whether it is a case of harassment, discrimination or victimisation.

### What does an investigation involve?

### During an investigation, meetings will be held with those involved, including the person who has filed the report and the person who has been accused. Other people who have information relevant to the investigation will also be contacted. The primary purpose of the investigation is to put an end to the victimisation and prevent it from reoccurring. An assessment will take place at the end of the investigation to determine what the employer needs to do to guarantee that the reported behaviour will stop. An investigation can lead to legal or disciplinary action. Everyone involved in an investigation is entitled to support and measures can be put into place during the process for reassurance.

### Who will be involved in an investigation?

It depends on whether the situation involves a student and an employee, or just employees. Managers are responsible for initiating the investigation. HR officers, health and safety representatives, union representatives or somebody from the occupational health services can be involved.

### How is my report documented?

### Once the investigator receives the report, it will be registered together with the investigation by the head of unit at the Division of Human Resources. The report will be made confidential to protect the individual. The general public are entitled to request access to these documents as they are considered official documents. A confidentiality assessment will be carried out before a document is handed over. This enables the removal of sensitive information, for example information that can be traced back to you and your health.

### What happens once the investigation is over?

### At the end of the investigation, the investigator will determine what the employer needs to do to put an end to the victimisation that has been reported. The employer will then take suitable action and remain in contact with the victim, the accused, and others affected by the events. The employer must also follow up on the events to ensure that the victimisation is not being repeated.

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