

## Sexual Harassment Policy

### 1. Purpose statement

Sexual harassment is unacceptable at the IT University (ITU). Sexual harassment does not only concern the person subject to sexual harassment and the offending party, but also anyone who witnesses it. Sexual harassment can occur between employees<sup>1</sup> and students, or amongst students or employees. It is important that everyone - both employees and students - make an effort to ensure that ITU has a good mental work and study environment. Everyone at ITU should know and comply with the sexual harassment policy, which is available on Study Guide (for students) and ITU's intranet (for employees).

### 2. Definition of sexual harassment

There is no clear definition of sexual harassment. Sexual harassment can be described as unwelcome sexual advances, unwanted behaviour of a sexual nature, verbal remarks or other behaviour that violates the dignity of women and men.

### 3. Legislation and guidelines

In relation to sexual harassment at work, section 9a on the Performance of Work in pursuant to the Danish Working Environment Act states that: *"In connection with the performance of work, it shall be ensured that the work does not involve a risk of physical or mental impairment to health as a result of bullying, including sexual harassment"*.

In section 1, subsection (6) of the Consolidation act on Equal Treatment of Men and Women as regards Access to Employment etc., it is stated that: *"Harassment shall be understood as taking place when any form of unwanted verbal, non-verbal or physical conduct with sexual undertones is exhibited for the purpose or effect of violating the dignity of a person, in particular by creating an intimidating, hostile, degrading, humiliating or offensive environment"*.

### 4. Inquiries about sexual harassment

ITU has established a sexual harassment committee which has a special focus on dealing with any inquiries from students or employees who feel violated<sup>2</sup>.

ITU's Sexual Harassment Committee: Chair: Head of HR

Member: Chair of the Student Council

Member: Head of Student Affairs & Programmes

Member: Work Environment Representative for VIP

Member: Work Environment Representative for TAP

#### *Informal conversation*

An inquiry may start with, or remain as, an informal conversation between the violated party and a person of choice from the Sexual Harassment Committee. This is a confidential conversation between the two parties, which can give the violated party an opportunity to go

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<sup>1</sup> When referring to 'employees' this includes management as well

<sup>2</sup> When the policy refers to 'the violated party', the starting point is the student's or employee's perception of a case. ITU is to remain impartial, until a case has been thoroughly investigated and finalised.

over the matter with someone from the Sexual Harassment Committee, perhaps for an assessment of whether the case in question is one to pursue, and to understand how to take it further. After the conversation, the violated party will decide whether the case should lead to a formal complaint. Where no formal complaint is made, the matter remains confidential between the two parties.

## **5. Handling formal complaints**

When contacting a person in the Sexual Harassment Committee, one can expect that:

- All inquiries about sexual harassment are taken seriously and treated with the necessary discretion and integrity.
- The case is handled in dialogue and collaboration with the violated party and with the involvement of as few people as possible.
- The violated party is informed of further professional counselling and support.

When a formal complaint is submitted, the chairman of the Sexual Harassment Committee is contacted and, based on an assessment of the specific case and the relationship between the parties, decides which member of the Sexual Harassment Committee is to participate in the further consideration of the case. As soon as possible, and in dialogue with the violated party, the involved members of the Sexual Harassment Committee will try to minimise or eliminate the possibility of a direct relation between the complainant and the accused while the investigation into the case is ongoing. As a student, you might transfer to another course and as an employee, you could report to a different person or change office.

The investigation of a case will partly occur by interviewing the parties and potential witnesses, while third parties can be involved depending on the nature of the case. Based on the investigation, it is decided how the matter should proceed.

ITU wants all parties to be treated fairly with the opportunity to explain themselves and have their case investigated thoroughly - thus, a formal complaint cannot be submitted anonymously.

The consequence for the violator, or the violated party, depends on the severity of the case. Employment or study-related consequences can be considered, just as it cannot be excluded that the case might be reported to the police.

## **6. Counselling and support for those involved**

The violated party and, in case of unjust accusation, the accused will be offered professional counselling if necessary, e.g. via Falck Healthcare, to handle any stress which might have occurred in relation to the case.

## **7. Evaluation of the policy**

The Chairman of the Sexual Harassment Committee will regularly review the policy and assess whether further measures should be taken and whether the Sexual Harassment Committee possesses the right skills to perform their function.

**8. Approval and commencement**

The policy is approved at M-CoSB on 18 April 2018 and takes effect from 30 April 2018.