



## Handling of a matter of discrimination or harassment

If an incident of suspected discrimination or harassment becomes known, KI has an obligation to investigate and, where appropriate, take action so that any form of discrimination or harassment will come to an end.

There are no formal requirements for a complaint, but a written statement can often be a good way to call attention to a perceived harassment or discrimination, but it can also start with an informal conversation. It is important to be active and seek help for the perceived harassment or discrimination.

When KI becomes aware that someone feels unfairly treated, which may include a matter of discrimination or harassment, an internal investigation will be undertaken. If you want to discuss your situation confidentially with someone you can as an employee or scholarship-funded doctoral/post-doctoral student contact Avonova. As a doctoral student you can also contact the doctoral students' Ombudsperson. Doctoral students and undergraduate students can also contact the KI Student Health Center (see opposite side for contact info).

The investigation should take place as close as possible to the event of unfair treatment, such as at the department concerned. Sometimes, however, this is inappropriate, for example because of conflicts of interest, and then the investigation can be performed centrally instead. The investigation requires a statement of what has happened which can be prepared either written or orally.

The purpose of an investigation is to clarify the circumstances of a declared event or perception of unfair treatment. The result from the inquiry will be the basis for decisions on which actions that need to be taken to make the unwelcome behavior to stop. The investigation must be carried out promptly, objectively and legally secure. It should be documented and followed up.

It is important that the employer remains neutral and that the investigator acts as discretely as possible. The investigator should keep all involved parties informed of the proceedings.

Inquiries should always be followed up to ensure that problems are solved and that the person feels that the unfair treatment has ended.

### Some advice

- It is you who are feeling exposed that determines whether the act or behavior is unwelcome.
- React immediately if you feel exposed.
- Clarify for those who have subjected you that the behavior is unwelcome on your part.
- If needed, contact any of the contacts listed on the opposite page.

# In cases of discrimination or harassment

Contact any of the following for support and advice

## **At the department:**

In the first instance, contact your Group Leader  
Otherwise contact any of the following:

Lars Holmgren (Head of department)  
Maria von Witting (Head of administration)  
Equal treatment representative:  
Anne Jensen

## **Researchers can also contact:**

Nick Tobin

Occupational Health Services Avonova (can be contacted for two confidentially visits per year. If further visits are needed, it is the local manager who orders them)

## **Doctoral students can also contact:**

Per Hydbring (Director of Postgraduate Education at OnkPat)  
Jianyu Shen, Evangelos Tzoras and Sylvy Pasca (PhD Student representatives)  
Erika Rindsjö (PhD student administrator)  
The Postgraduate Student Ombudsperson, can be contacted anonymously,  
<https://medicinskaforeningen.se/en/student-rights/ombudspersons/>  
Student Health Centre, [studenthalsan@ki.se](mailto:studenthalsan@ki.se)

## **Students can also contact:**

Christian Edling, student rights issues  
Student Health Centre, [studenthalsan@ki.se](mailto:studenthalsan@ki.se)  
Nazira Hammoud, student ombudsperson, [ombud@medicinskaforeningen.se](mailto:ombud@medicinskaforeningen.se)

## **Educational and Equal Opportunities Office:**

Kristina Ullgren (coordinator)

**Telephone and address details can be found on KI Staff portal or KI external website.**