

DTU Guidelines Regarding Harassment

Harassment, as described below, is considered offensive behaviour, including harassment, intimidation, sexual harassment, violence and threats of violence, discrimination or other forms of undesired behaviour.

DTU is determined to create a responsible working environment with focus on well-being and openness. DTU expects that the work of developing each individual's professional competences occurs through a proper and constructive approach toward working together. Therefore, cooperation at DTU is based on equality and respect, both in the student body and among employees. DTU expects that all students, employees, guests and managers keep this in consideration.

DTU does not accept harassment.

Harassment is unacceptable, regardless of the form or way in which it is used.

All students, employees, guests and managers at DTU are expected to ensure that harassment does not occur. A more thorough description of types of harassment is provided below.

Offensive behaviour can be a sign of a negative work culture. Managers must work to maintain a professional work culture where harassment does not occur.

Focus on well-being and avoiding offensive behaviour can be regularly re-evaluated during the annual employee development meeting (MUS), work environment evaluation (APV), employee satisfaction surveys (MTU), and through DTU's Student Satisfaction Survey, as well as in courses for the introduction leaders for new students.

Early action

In the event that harassment does occur at DTU, the direct manager is responsible for working with HR to address the issue immediately, and investigate what has happened. AUS' study guidance counselors are supported by DTU's psychologists and are prepared to assist students who experience harassment.

What each person considers to be offensive can vary. Each situation will be evaluated individually, and consideration will begin with the perspective of the person who feels harassed. It is important to resolve potential problems before they escalate.

What to do if you experience harassment

If you, as an employee, experience or witness any of the above-mentioned behaviour, you are encouraged to bring it to DTU's attention via your manager. You may also contact your union representative or local work environment representative. Find further information on the DTU Intranet, Inside, under [Offensive Behaviour](#). Access requires a DTU login.

If you, as a student, experience or witness any of the above-mentioned behaviour, you are encouraged to contact your study guidance counselor, Polyteknisk Forening, Student Counselling

Service, or DTU's Director of Study Programmes and Student Affairs. You can find contact information under [Have you Experienced Offensive Behaviour at DTU?](#)

Students and employees can contact DTU's organisation psychologists for matters involving harassment at psykologhjælp@dtu.dk or tel. 45 25 73 73. You may choose to maintain anonymity and all contact is treated confidentially.

Further descriptions of types of offensive behaviour

All employees and guest employees at DTU are bound to comply with the code of dignified behaviour as per the Danish Civil Servants' Act, Section 10 (Decorum).

The following behaviour is considered unacceptable. This applies to all employees, guest employees, and students. This list is intended as a guideline. Other forms of offensive behaviour, not described herein, could also be determined to be inappropriate by or between persons affiliated with DTU.

There can be good-natured joking that occurs with mutual acceptance. However, it can be difficult to determine or foresee where the line for friendly humour may be crossed. DTU encourages a culture where open dialogue on personal preferences are welcome and expects an approach of respect and professionalism.

Harassment should be determined in light of a concrete situation. The perspective of the person who considers themselves offended is taken into consideration first in the event a complaint is made. It is each individual's responsibility to act with good judgement and appropriately in each situation. It is necessary to understand that humour, boundaries, perspectives, etc. can vary. At DTU, mutual respect is expected at all times.

Harassment

Harassment is unacceptable behaviour that leads to the violation of human dignity. It is degrading treatment of a person, or a group of people.

Examples of harassment can be

- Behaviour, which is harsh, offensive, condescending and/or crosses personal boundaries for the person(s) concerned, whether in speech or action.
- Behaviour, which creates an intimidating, hostile, humiliating or disturbing working environment for the person(s) concerned.
- Behaviour, whether accepted or rejected, which negatively affect the person(s) concerned.
- Behaviour, which can include the use of coercion against the person(s) concerned.

Sexual Harassment

Harassment is unacceptable, whether between people of equal or unequal seniority (i.e. colleagues, managers and employees, students, or study guidance counselors and students).

Examples of sexual harassment can be

- Physical (i.e. unwanted touch, leering, or close physical contact)
- Verbal (i.e. sexual comments in writing or speech, sexual suggestions or sounds)
- Visual (i.e. sexually explicit pictures, games, films, sex toys, overtures or sexual movements).

Intimidation

Intimidation is behaviour that, over time, undermines the dignity and self-respect of a person or persons. Conflicts do occur in a workplace or study environment and must be resolved in a respectful manner before they escalate. Conflicts that are allowed to proceed without resolution can lead to strong negative consequences for the undermining of a person, and may negatively affect others indirectly, as well.

Examples of intimidation (may be translated to bullying) can be

- Regular verbal or more subtle assaults over time
- When a person or persons regularly over time—or multiple times in a rough manner—subject(s) another person(s) to experiences which are experienced as hurtful or demeaning.
- A relationship between intimidator and victim, characterized by either the perceived experience of, or, an actual power imbalance, which makes it difficult for the person who feels intimidated to defend themselves.

Violence/threats of violence

Violence is defined by the National Board of Health as “An act or threat that—for whatever purpose—violates, or is capable of violating, another person’s integrity, or which intimidates, pains or injures the person. Violence may also negatively affect another person(s) through witnessing or overhearing the action. Violence can be a deliberate act or an act that occurs without prior intent.” Violence is to be reported to the police.

Examples of violence may be

- Physical (i.e. a strike, push, kick, slap or other type of pain-inflicting physical touch)
- Mental (i.e. through threats, use of control, isolation from other people)
- Sexual (i.e. forced sexual intercourse or other unwanted sexual act)
- Material (i.e. when material property is lost or damaged)

- Stalking (repetitive and intrusive contact or violation of a person's privacy or misuse of personal information)

Discrimination

Discrimination is behaviour that is degrading or that can otherwise affect a person or persons negatively due to differences, for example, in gender, age, ethnicity, religion, political affiliation, sexual orientation, national, social, or ethnic origin, or other personal preferences. DTU expects that professionalism and inclusion lead to value and innovation in the workplace. Mutual respect is expected by all to support a diverse work culture.

Examples of discrimination can be

- Direct (i.e. exclusion, limitation or the disadvantage of a person or persons based on gender, sexual orientation, skin colour, etc.)
- Indirect (i.e. a practice that leads to the exclusion, limitation or preferential treatment due to a person's gender, sexual orientation, skin colour, etc.)

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