

Process sexual harassment

Description	The procedure to follow when reports of sexual harassment are made, from making contact, to a possible official report and a possible internal investigation, to taking and reviewing action.		
Responsibility	Office for Equal opportunities	Scope of application	University of Bern, staff

Flow chart	Who	Further descriptions and information
<p>PHASE 1: Contacting</p>	<p>person concerned</p> <p>person concerned</p>	<p>The process outlined here is intended as a guide for employees. Employees may contact a University of Bern point of contact at any time following an incident of sexual harassment. Even if they are not sure if it is sexual harassment</p> <ul style="list-style-type: none"> Website sexual harassment <p>Contact can be made by email, on the phone, or at a face-to-face meeting.</p> <p>Internal contact persons: Head of Human Resources (Tim Arni), Office for Equal Opportunities (Ursina Anderegg), Head of Legal Services (Christoph Pappa) External contact: Universities of Bern Counselling Centre</p> <ul style="list-style-type: none"> Contact details for internal and external contact points <p>The person concerned can also first contact a supervisor or another trusted person.</p> <p>The report is taken seriously by the contact persons and the person concerned is quickly invited to a meeting and asked to describe the incident. A record of the conversation is kept. Any further steps will only be taken with the expressed consent of the person concerned.</p>
<p>PHASE 2: Internal inquiries</p>	<p>person concerned</p> <p>person concerned</p> <p>internal contact person</p> <p>internal contact person</p> <p>internal contact person</p>	<p>a) If the person concerned decides to make an official report, the internal contact person involved makes further inquiries. b) If the person concerned does not make an official report, there is no further inquiry. The person concerned is entitled to counselling (Universities of Bern Counselling Centre).</p> <p>The person concerned does not have to be present at the hearing of the accused person. The interview is recorded.</p> <p>In the event of an admission by the accused person, appropriate measures will be taken against the person accused and the internal inquiries will be officially concluded. The sanction options are set out in the legal basis.</p> <ul style="list-style-type: none"> Legal basis (in German) <p>The person concerned is personally notified of the conclusion of the internal inquiries. As a rule, the person concerned is informed about the measures taken.</p>

Flow chart	Who	Further descriptions and information
<p>PHASE 3: Internal investigation</p>	<p>internal contact person or person concerned</p> <p>investigating person</p> <p>investigating person</p> <p>investigating person</p>	<p>If harassment by the person accused is denied and there are very different perceptions, the investigating person will be involved, by the involved contact person or the person concerned. In case of bias, a substitute is sought.</p> <ul style="list-style-type: none"> Investigator (Prof. Dr. Ineke Pruin or Prof. Dr. Jonas Weber) <p>The investigating person investigates the case: talks to the persons involved, examination of the facts and decision whether or not sexual harassment has occurred.</p> <p>The investigating person comes to a final conclusion.</p>
<p>PHASE 4: Taking measures</p>	<p>investigating person</p> <p>investigating person</p> <p>Executive Board of the University</p> <p>Executive Board of the University</p> <p>Executive Board of the University</p>	<p>The investigating person proposes appropriate measures to the Executive Board of the University.</p> <p>The person concerned and the accused person will be informed of the conclusion of the internal investigation. The person concerned is informed about further possible steps (including filling a criminal complaint, see legal basis).</p> <ul style="list-style-type: none"> legal basis (in German) <p>Based on the proposal by the investigating person, the Executive Board of the University decides on appropriate measures to be taken against the accused person.</p> <p>The Executive Board of the University communicates the decided measures to the accused person and enforces them.</p> <p>The person concerned is informed that appropriate action has been taken against the accused person.</p>
<p>PHASE 5: Review of measures</p>	<p>General Secretariat</p>	<p>The General Secretariat checks whether the measures imposed are being complied with by the accused person. Especially in the case of measures that are imposed for a longer period of time.</p>