



UNIVERSITY OF
EASTERN FINLAND

**APPROACH TO SITUATIONS OF **INAPPROPRIATE
TREATMENT AND HARASSMENT** WHILE STUDYING
AT THE UNIVERSITY OF EASTERN FINLAND**

WHAT IS INAPPROPRIATE TREATMENT?

Inappropriate treatment is continuous bullying, harassment, belittling, or other form of negative behaviour. Inappropriate treatment can occur between work colleagues or students, between a supervisor and an employee, or between a teacher and a student.

BULLYING

Bullying is the repeated mistreatment of another person, that is, acts or behaviours contrary to law or good practice. There is no precise definition of the concept of bullying. Bullying is manifested, for example, in humiliation, insult, spreading of inaccurate information, isolation and ridicule. Bullying is repetitive and systematic.

HARASSMENT

Harassment is the violation of the dignity and integrity of a person or group of people by creating an intimidating, degrading or offensive atmosphere. Harassment is one form of discrimination. Both deliberate harassment and procedures with insulting consequences are prohibited. For example, racist jokes or the name-calling of a colleague or fellow student of a sexual minority are examples of harassment.

DISCRIMINATION

Discrimination refers to the treatment of a person or group of people without an acceptable cause in a different way from others in the same situation based on race, national or ethnic origin, skin colour, language, gender, gender identity, age, sexual orientation, political activity, trade union activity, family relationships, health status, religion, opinion, or any other person-related cause. Indirect discrimination is the case where a seemingly neutral provision or practice places certain persons at a disadvantage compared to others.

SEXUAL HARASSMENT

Sexual harassment means verbal, non-verbal or physical, unwanted behaviour of a sexual nature. The activities intentionally or effectively violate the mental or physical integrity of a person, in particular through the creation of an intimidating, hostile, degrading, humiliating or oppressive atmosphere. Sexual harassment includes insinuation, touching, indecent remarks, sexual comments and messages, suggestions, and situations in which a person's sexual self-determination is being violated.

NOTE!

Some inappropriate treatment can also constitute an offence. Such acts include sexual harassment, the dissemination of information offensive to private life, defamation and persecution. In these situations, students and staff must turn to the police (see contact information at the end of the guideline). Competence in these matters lies with the police (see contact information at the end of the guideline).

GENDER-BASED HARASSMENT

Gender-based harassment is undesirable behaviour related to a person's gender, intentionally or effectively violating the person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive atmosphere. Gender-based harassment is not necessarily sexual in nature.

RACISM

Racism is also considered as inappropriate treatment. Racism can appear as discrimination, dismissive or insulting speech habits or wording, or hostile actions. The threatening and oppressive behaviour of an individual is inappropriate behaviour.

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HARASSMENT BETWEEN STUDENTS AND STAFF

INTRODUCTION

The right of the members of the university community (students and staff) to a safe learning environment free from harassment, discrimination and bullying is based on the Universities Act, the Non-discrimination Act and the Equality Act. This guideline concerns situations between students and staff that involve inappropriate treatment, bullying and harassment. There are separate guidelines for harassment between students (see section 2).

The competence of the university in relation to bullying is limited to situations related to studying, conducting studies and working in study or working environments. However, the university cannot interfere with the inappropriate activities of students and staff in leisure time.

The student refers to all students who have the right to degree studies and who are present. The student also refers to students who have other study rights in the University of Eastern Finland. If the student has an employment relationship with the university, the event is judged under labour law and according to the employees' corresponding guidelines (see guideline in Heimo, requires login). Persons with a valid employment contract with the university are included in the staff.

The members of the university community must, by their attitudes and actions, show that no form of inappropriate treatment is permitted in the community. Everyone bears responsibility for the culture of the community.

The members of the community must act objectively at the university and avoid inappropriate treatment and harassment of others. Everyone has a responsibility for their own activities to ensure that we all can enjoy a safe and good study or working environment. Students are required to comply with the study regulations and instructions of the university, individual teachers and administrative staff. In turn, employees are required to comply with the regulations and instructions of the university and their unit. The relationship between teacher and student includes the exercise of power related to guidance and teaching. Any abuse of a dominant position is not permitted.

INSTRUCTIONS

Starting points

- ▶ *Inappropriate treatment is unacceptable.*
- ▶ *The situations of inappropriate behaviour differ, which means that the university's approach is flexible and takes into account the situation and the legal protection of each party. At all stages of the process, both the victim and the suspect are entitled to use a support person.*
- ▶ *The university has designated harassment contact persons, who advise and instruct as necessary.*

University contact persons and UEF Student Union contact persons for harassment

- ▶ *University contact persons:*
[Kamu > kamu.uef.fi/en/student-book/inappropriate-treatment-and-harassment/](https://kamu.uef.fi/en/student-book/inappropriate-treatment-and-harassment/)
- ▶ *The Student Union also has designated harassment contact persons who will assist the student in all cases of inappropriate behaviour and at the various stages of the harassment process. You can communicate with the Student Union harassment contact persons at any time during the harassment process. If you experience inappropriate treatment at students' leisure-time events, you can contact the Student Union harassment contact persons primarily. A university employee can communicate with a university harassment contact person if necessary.*
- ▶ *UEF Student Union contact persons for harassment:*
<https://www.isyy.fi/en/services/anti-harrassment-contact-persons.html>

Take the following action:

- ▶ *If you experience inappropriate treatment, inform the bully or harasser immediately that you do not accept their actions, and ask them to stop.*
- ▶ *Keep track of events. The bully or harasser will not be held accountable unless the events can be verified. Also, keep any emails or other messages.*
- ▶ *In the inappropriate behaviour continues, contact a university harassment contact person (see contact information above). The university harassment contact person will immediately inform the head of unit.*
- ▶ *When you report an incident to the harassment contact person, please identify the events and present the related documentation. As a student of the university, you can also talk to the Student Union harassment contact person.*
- ▶ *Once you have reported experiencing inappropriate treatment, you have a duty to participate in the handling of the matter.*
- ▶ *Upon becoming aware from any source of inappropriate treatment, the university harassment contact person will contact the relevant head of unit, and they will agree on the division of tasks to investigate the experiences of inappropriate treatment or behaviour of the various parties. The head of unit must treat objectively a person who feels inappropriately treated.*
- ▶ *If necessary, a discussion related to the inappropriate activity will be organised. The discussion is coordinated by the university harassment contact person. The discussion clarifies the situation by asking the parties for their perception of events and recording the views expressed. The aim is to mediate and agree on how to proceed. A memorandum is drawn up on the discussion, including when and how the possible follow-up will be carried out.*
- ▶ *The situation can, if necessary, be clarified with the key actors of the unit and with partners, such as the Finnish Student Health Service, occupational health, and educational psychologists.*
- ▶ *If inappropriate activity continues after the debate, the staff member will be subject to labour law sanctions: written warning and termination of employment. Students are subject to disciplinary action under the Universities Act: written warning and suspension (fixed-term or permanent).*
- ▶ *The harassment contact persons report annually to the Student Well-being and Study Ability Team (HYRY) on the number of harassment cases per campus and the gender distributions of the targets of harassment. The report contains a brief description of each situation (what happened and what measures were taken).*
- ▶ *See police contact information at the end of the guideline.*

HARASSMENT BETWEEN STUDENTS

INTRODUCTION

The right of students to a safe learning environment free from harassment, discrimination and bullying is based on the Universities Act, the Non-discrimination Act and the Equality Act. This guideline concerns situations between students that involve inappropriate treatment, bullying and harassment. There are separate guidelines for harassment between students and staff (see section 1).

The competence of the university in relation to bullying is limited to situations related to studying, conducting studies and working in study environments. However, the university cannot interfere with the inappropriate activities of students in leisure time.

Acts which fall within the scope of criminal law are also not the competence of the university. Such acts include sexual harassment, the dissemination of information offensive to private life, and defamation. In these situations, students must turn to the police (see contact information at the end of the guideline).

The student refers to all students who have the right to degree studies and who are present. The student also refers to students who have other study rights in the University of Eastern Finland. If the student has an employment relationship with the university, the event is judged under labour law and according to the employees' corresponding guidelines (see guideline in Heimo, requires login).

The student must act objectively at the university and avoid inappropriate treatment and harassment of others. Every student has a responsibility for their own activities to ensure that all students can enjoy a safe and good study environment. Students are required to comply with the study regulations and instructions of the university, individual teachers and administrative staff. The members of the student community must, by their attitudes and actions, show that no form of inappropriate treatment is permitted in the community. Everyone bears responsibility for the culture of the community.

INSTRUCTIONS

Starting points

- ▶ *Inappropriate treatment is unacceptable.*
- ▶ *The situations of inappropriate behaviour differ, which means that the university's approach is flexible and takes into account the situation and the legal protection of each party. At all stages of the process, both the victim and the suspect are entitled to use a support person.*
- ▶ *The university has designated harassment contact persons, who advise and instruct as necessary.*

University contact persons and UEF Student Union contact persons for harassment

- ▶ *University contact persons:*
[Kamu > kamu.uef.fi/en/student-book/inappropriate-treatment-and-harassment/](https://kamu.uef.fi/en/student-book/inappropriate-treatment-and-harassment/)
- ▶ *The Student Union also has designated harassment contact persons who will assist you in all cases of inappropriate behaviour and at the various stages of the harassment process. You can communicate with the Student Union harassment contact persons at any time during the harassment process. If you experience inappropriate treatment at students' leisure-time events, you can primarily contact the Student Union harassment contact persons.*
- ▶ *UEF Student Union contact persons for harassment:*
<https://www.isyy.fi/en/services/anti-harrassment-contact-persons.html>

Take the following action:

- ▶ *If you experience inappropriate treatment, inform the bully or harasser immediately that you do not accept their actions, and ask them to stop.*
- ▶ *Keep track of events. The bully or harasser will not be held accountable unless the events can be verified. Also, keep any emails or other messages.*
- ▶ *In the inappropriate behaviour continues, contact a university harassment contact person (see contact information above). The university harassment contact person will immediately inform the head of unit.*
- ▶ *When you report an incident to the harassment contact person, please identify the events and present the related documentation. As a student of the university, you can also talk to the Student Union harassment contact person.*
- ▶ *Once you have reported experiencing inappropriate treatment, you have a duty to participate in the handling of the matter. If necessary, you can always first discuss the matter and the situation with the harassment contact persons.*
- ▶ *Upon becoming aware from any source of inappropriate treatment, the university harassment contact person will contact the relevant head of unit, and they will agree on the division of tasks to investigate the experiences of inappropriate treatment or behaviour of the various parties. The head of unit must treat objectively a person who feels inappropriately treated.*
- ▶ *If necessary, a discussion related to the inappropriate activity will be organised. The discussion is coordinated by the university harassment contact person. The discussion clarifies the situation by asking the parties for their perception of events and recording the views expressed. The aim is to mediate and agree on how to proceed. A memorandum will be drawn up on the discussion, including when and how the possible follow-up will be carried out. Students participating in the discussion can bring their support persons.*
- ▶ *The situation can, if necessary, be clarified with the key actors of the unit and with partners, such as the Finnish Student Health Service and educational psychologists.*
- ▶ *If, after discussion, inappropriate activity persists, disciplinary action may be instituted in accordance with the Universities Act if necessary; written warning and suspension for a fixed term.*
- ▶ *The harassment contact persons report annually to the Student Well-being and Study Ability Team (HYRY) on the number of harassment cases per campus and the gender distributions of the targets of harassment. The report contains a brief description of each situation (what happened and what measures were taken).*

POLICE CONTACT INFORMATION

➤ Contacts in criminal law situations, such as sexual harassment, dissemination of information offensive to private life, defamation and persecution.

Urgent cases: Emergency number 112

Joensuu Police (switchboard) +358 295 450 311, police emergency, reports of offences, police advice and guidance) tel. +358 295 415 455, +358 295 415 320

Kuopio Police (switchboard) +358 295 450 311, reports of offences, police advice and guidance) tel. +358 295 415 455, +358 295 415 240

Further information:

www.poliisi.fi/eastern_finland_police_department

www.poliisi.fi/crimes