

ABUSIVE BEHAVIOUR POLICY

Dato: 12-01-2022
Side 1 af 4

J.nr.: S21-14174
D.nr.: D22-320350/0.0/0.3
Ref.: lh

A policy for the prevention and management of abusive behaviour (e.g. sexism) aimed at students and staff

One of the basic premises of a good study environment and a good working environment is the existence of a culture characterised by respectful behaviour and people communicating in a positive way. At Aarhus School of Architecture, there is a clear expectation for all students and staff members to avoid abusive behaviour such as e.g. bullying, harassment, sexism, discrimination, unequal treatment, threats of violence, etc. Aarhus School of Architecture consequently has a zero-tolerance policy towards the practice of these forms of behaviour.

The school's management, students and staff share a responsibility of acknowledging and promoting a culture based on behaviour that is mutually respectful and inclusive. Consequently, management, staff and students should on a daily basis be attentive to whether any abusive behaviour is taking place, and everyone is expected to assume a joint responsibility for intervening if they become aware of any such behaviour. At any time, everyone at Aarhus School of Architecture has the right to object to actions or statements that they experience as abusive behaviour. We also encourage you to report any abusive behaviour you experience or witness.

In the following you find more information about what you can do if you, a student or a member of the staff, experience abusive behaviour:

Who can students contact if they experience abusive behaviour?

If you are a student and experience or witness abusive behaviour, either at school or during your internship, you can contact the school's student counsellors.

You find the contact information for the student counsellors here:

[Student counselling - Aarhus School of Architecture \(aarch.dk\)](#)

The student counsellors will talk the experience over with you and will help you put your experience into words. Student counsellors can also help you with advice about the options for help that are available to you, and together you can agree on what further action is needed.

The student counsellors take all experiences regarding abuse seriously. Student counsellors are under an obligation of confidentiality. This means that the student counsellors will not tell other people about your experience without your permission.

Who can members of staff contact if they experience abusive behaviour?

If you are a member of the school's staff and have experienced or been witness to abusive behaviour, please contact either your immediate manager, the Rector, the Prorector, your employee representative (tillidsmand), the school's HR consultant or your trade organisation - depending on what you are most comfortable with.

All reports of abusive behaviour will be taken seriously, and you are naturally welcome to contact us in confidence or anonymously if you so wish.

How instances of abusive behaviour are handled

The way the school handles instances of abusive behaviour is outlined in the following:

Offensive behaviour is not acceptable behaviour. The school takes seriously reports from staff members or students concerning experiences of abusive behaviour.

The school will show discretion both towards the person or persons who have experienced the abuse and the person or persons suspected of being the abuser.

What options for action are open depends on the specific situation and the individual's need for confidentiality - a need the school will respect.

The school will always start by listening to the employee or student who feels violated before taking action or involving other people in the matter.

The school will always clarify whether the person who feels violated wants to have the experience dealt with further.

If the school is to act or otherwise follow up on the suspected violator, the person who feels violated cannot remain anonymous.

Dato: 12-01-2022
Side 2 af 4

J.nr.: S21-14174
Ref.: lh

By agreement with the person who feels violated, the school may initiate a thorough and impartial investigation. During this investigation the parties - and any witnesses - will be given an opportunity to describe the actual course of events.

The school will always offer the opportunity of the parties bringing along a person of their own choice to interviews held to clarify the matter.

The school's approach to following-up on and handling the issue is solution-oriented.

Based on the investigation, the school will assess which actions or reactions are appropriate. The action/reaction will depend on the nature, extent and severity of the incident. The following are examples of possible actions:

- Dialogue interviews / conflict mediation
- A rebuke or reprimand / warnings
- Transfer to other work tasks / units
- In serious cases or in the event of repetition, expulsion or dismissal may be an option
- If there is a reasonable suspicion of criminal acts having taken place, the school encourages reporting the matter to the police

Dato: 12-01-2022
Side 3 af 4

J.nr.: S21-14174
Ref.: lh

Regarding the person who feels violated

The school takes a serious view of any employee or student who feels they have been subject to abusive behaviour.

The school will ensure the rehabilitation of any person or persons who feel violated. Following a specific assessment, the person who feels violated may be offered, for instance, psychological help, temporary or permanent transfer to other work tasks / units or exemption from duties / sabbatical leave.

If the case involves absence from the school, the school will take the necessary precautions to ensure a slow and gentle return to the school.

Regarding the alleged abuser

The school is very aware of the fact that accusations of abusive behaviour may have serious consequences for the person who is accused of such behaviour - regardless whether the claim is justified or not. Being accused of having acted in an abusive manner is a serious matter - mentally and in relation to working life.

The school will take in hand the person or persons who are parties to a report of abusive behaviour.



The school will help the employee/student get on in terms of re-establishing the relationship to colleagues and/or fellow students.

You can find more information on this at:

- [Executive order on psychosocial working environment \(Arbejdstilsynet\)](#)
- The guidelines of the Danish Working Environment Authority: [Acts of abusive behaviour, including bullying and sexual harassment - Arbejdstilsynet](#)

Dato: 12-01-2022
Side 4 af 4

J.nr.: S21-14174
Ref.: lh