

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
PHASE 1: Contacting <pre> graph TD Start{{Person concerned has experienced an incident}} --> Contact{Contact?} Contact -- internal --> ContactInternal[Contact internal contact person] Contact -- external --> ContactCentre[Contact Universities of Bern Counselling Centre] ContactInternal --> Join(()) ContactCentre --> Join </pre> PHASE 2: Internal inquiries <pre> graph TD MakeReport{Make an official report?} -- yes --> MakeReportA[Make an official report (a)] MakeReport -- no --> NoReport[No official report (b)] MakeReportA --> HearAccused[Hear the accused person] HearAccused --> Admission{Admission of the accused person?} Admission -- yes --> TakeMeasures[Take appropriate measures against accused person, complete inquiries.] TakeMeasures -.-> MeasuresDoc[Measures] TakeMeasures --> InformComp[Inform about the completion of the inquiries.] InformComp --> InquiriesComp{{Internal inquiries have been completed, measures have been taken}} Admission -- no --> NoFurther{{No further inquiries}} NoReport --> NoFurther MakeReport -- no --> NoFurther </pre> Nach Seite 2	person concerned person concerned person concerned internal contact person internal contact person internal contact person	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 ▫ Website sexual harassment Contact can be made by email, on the phone, or at a face-to-face meeting. Internal contact persons: Head of Human Resources, Head of Office for Equal Opportunities, Secretary General External contact: Universities of Bern Counselling Centre ▫ Contact details for internal and external contact points The person concerned can also first contact a supervisor or another trusted person. 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. The person concerned will be informed about the further course of events. 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). The person concerned does not have to be present at the hearing of the accused person. The interview is recorded. 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. ▫ Legal basis (in German) 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.
Flow chart	Who	Further descriptions and information
Von Seite 1 PHASE 3: Internal investigation <pre> graph TD A((A)) --> InvolveExam[Involve examining person] InvolveExam --> Initiate[Initiate internal investigation] Initiate --> Conduct[Conduct of hearing and internal investigation] Conduct --> Conclude[Conclude investigation] Conclude --> Harassment{Sexual harassment?} Harassment -- no --> InformCompNo[Inform about the completion of the investigation] InformCompNo --> InquiriesComp{{Internal investigation has been completed}} Harassment -- yes --> InformCompYes[Inform about the completion of the investigation] </pre> PHASE 4: Taking measures <pre> graph TD Deciding[Deciding on measures] --> MeasuresDoc[Measures] Deciding --> Communicate[Communicate and enforce measures] Communicate --> InformPerson[Inform the person concerned] InformPerson --> CheckCompliance[Checking compliance with the measures] CheckCompliance --> ProcessComp{{Internal process has been completed}} </pre> PHASE 5: Review of measures	internal contact person investigating person investigating person investigating person General Secretariat Executive Board of the University Executive Board of the University Executive Board of the University General Secretariat	In cases involving unclear, complex, or contradictory circumstances, an investigating person can be brought in. This person will carry out the further internal investigation. In case of bias, a substitute is sought. ▫ Investigator (Prof. Dr. Ineke Pruin or Prof. Dr. Jonas Weber) The investigating person investigates the case: talks to the persons involved, examination of the facts and evaluation of whether or not sexual harassment has occurred. The investigating person comes to a final evaluation and communicates it to the Executive Board of the University. The person concerned and the accused person will be informed of the conclusion of the internal investigation. If, in the evaluation of the investigating person, sexual harassment has occurred, the person concerned will be informed of further possible steps (including filling a criminal complaint, see legal basis).The accused person will be granted the right to be heard with regard to the appropriate measures envisaged. ▫ legal basis (in German) If, in the evaluation of the investigating person, no sexual harassment has occurred, the Executive Board of the University may decide to take action against the person making the report on the grounds of false accusation. The Executive Board of the University decides on appropriate measures to be taken against the accused person. The Executive Board of the University communicates the decided measures to the accused person and enforces them. The person concerned is informed that appropriate action has been taken against the accused person. 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.