**CHECKLIST – PROCEDURES IN RELATION TO VICTIMISATION - KAROLINSKA INSTITUTET**

\*this issue is linked to a legal requirement according to AFS 2015:4

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MAKE IT CLEAR THAT VICTIMISATION IS NOT ACCEPTED | YES | NO | DON’T KNOW | ACTION WITH COMMENT | RESPONSIBLE FOR ACTION | READY WHEN |
| Has the employer made it clear that victimisation is not accepted in the workplace?\* |  |  |  |  |  |  |
| Is there a policy which sets out that victimisation is not accepted? |  |  |  |  |  |  |
| If yes, are all employees aware of the policy? |  |  |  |  |  |  |
| Does the employer provide continual reminders that victimisation is not accepted? |  |  |  |  |  |  |
| Are there procedures regarding how to deal with victimisation?\* |  |  |  |  |  |  |
| Is it clear who should be notified that victimisation is occurring?\* |  |  |  |  |  |  |
| Is it clear what happens with this information?\* |  |  |  |  |  |  |
| Is it clear what the recipient of the information should do?\* |  |  |  |  |  |  |
| Is it clear *how* and *where* the person who is subjected to such treatment can rapidly receive assistance?\* |  |  |  |  |  |  |
| Are all employees aware of the procedures?\* |  |  |  |  |  |  |
| Is there advice and information about what to do as an employee if you have noticed or suspect victimisation? |  |  |  |  |  |  |
| Does the employer chart whether victimisation is occurring during staff appraisals? |  |  |  |  |  |  |
| Does the employer chart whether victimisation is occurring during staff surveys? |  |  |  |  |  |  |
| Does the employer chart risk factors that can lead to victimisation? |  |  |  |  |  |  |
| If yes or in part, are risk assessments carried out regarding risk factors that could lead to victimisation? |  |  |  |  |  |  |
| Preventive measures: Do you implement measures to reduce the risks in the work environment that could lead to victimisation?\* |  |  |  |  |  |  |