## Administrative procedures in cases of discrimination and contact information for questions regarding equal rights and opportunities

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## Administrative procedures

According to the Discrimination Act, all institutions at the University are to have clear information regarding the handling of cases in which employees or students consider themselves victims of discrimination.

Administrative procedure for students:

The student reports that he/she considers himself/herself as having been exposed to discrimination

The contact person responsible for the matter is the Library Director wilhelm.widmark@sub.su.se.

The case is handled so that the manager of the library will contact the notifying party to investigate the matter and, where appropriate, the University's Equality Coordinator for further action.

The case is also reported to the University's security section for possible action.

Students who feel discriminated against can also seek support from the Stockholm University Student Union and Student Health Unit.

## Contact information and compilation of information

Concerning questions related to equal rights and opportunities the person responsible is the Library Director, <u>wilhelm.widmark@sub.su.se</u>

Information regarding the administrative procedures for discrimination and harassment, in addition to information concerning equal rights and opportunities, is accessible for students through the University library's website. Staff members can access all the information through the intranet under the Administrative Manual.