



THS Armada  
2020

# THS Armada Harassment and Safety Policy and Action Plan



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Harassment and Safety Policy  
2020-10-01

## 1. Background

THS Armada is an organisation that strives to have an inclusive, equal and diverse atmosphere where everyone around the project, both students getting involved and company partners, can feel safe at all times. We work actively both internally and externally towards becoming an organisation where everyone feels welcome, safe and respected in any situation related to the fair, events and team buildings, regardless of their sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

## 2. Purpose

The purpose of the Harassment and Safety policy and Action Plan is to provide information on how THS Armada expects everyone involved with the project, including partners, to act in any situation related to the project. Relevant situations include the fair and events, in addition to more relaxed environments such as the banquet, mingles with exhibitors and team building activities within the project, with or without professional partners. The publication of the policy aims at contributing to THS Armada's preventive work when it comes to harassment, health and safety risks and discrimination. Furthermore, the policy aims to share guidelines on actions that need to be taken if a crisis situation should happen, like the people to inform, the places where people under physical or psychological stress can be taken, and how to report the incident.

## 3. Definitions

**Partners** – In this document *partners* refers to any company or corporation who has signed an agreement with THS Armada. This includes exhibitors, start-ups and companies arranging events together with THS Armada or participating at the Career fair in November.

**Discrimination** - A simplified description of Discrimination Act's definition of discrimination is when a person is treated disfavouredly or when a person's dignity is violated, based on one of the six grounds of discrimination punishable by law: direct discrimination, indirect discrimination, inadequate accessibility, harassment, sexual harassment and instructions to discriminate.

(<http://www.do.se/other-languages/english/what-is-discrimination/>)

**Harassment** – Harassment is a behavior that affects a person's dignity by making unwelcomed degrading generalisations, or expressing ridicule regarding someone's characteristics. Harassment can be, for example, generalizations that belittle a group or individual. It is up to the person experiencing the behavior to decide



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if a certain action constitutes harassment or not.

**Sexual Harassment** - Harassment of a sexual nature is sexual harassment, for example comments, words, touching, but also unwelcome compliments, invitations or sexual innuendos. It is up to the person experiencing the behavior to decide if a certain action constitutes sexual harassment or not.

**Crisis** - an unexpected event that could harm THS Armada's members, visitors, business or brand in any way.

## 4. Expectations on partners

THS Armada expects all exhibitor representatives:

- ① 1. To have read and understood this document;
- ② 2. To act professionally and respectfully towards students and other exhibitor representatives at all times and in any given situation related to the THS Armada project;
- ③ 3. To keep in mind and reflect upon the power balance that exists between students and company representatives and not to take advantage of this in any way;
- ④ 4. To not inappropriately speak to KTH students in any way;
- ⑤ 5. To be aware of the purpose of participating in KTH Armada, which is professional in nature and not private. As such, it is not appropriate to flirt, give unwelcome compliments on any students' appearance, or otherwise interact in a private way with KTH students;
- ⑥ 6. To understand that most students attend events and join the online platform in order to find a job or internship. As such it is expected that partners will not discriminate potential candidates based on their sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.
- ⑦ 7. To be aware that any unprofessional behavior on the online platform including chats, interviews and calls will not be tolerated and will result in the expulsion from the Graduateland platform.
- ⑧ 8. To report any situation that one considers to be not in line with or following THS Armada's values and policy when it comes to harassment of any type and/or discrimination. Reporting can be done either directly to KTH Equality Office/KTH Office of Student Affairs.

### 4.1 Code of conduct and zero tolerance policy at KTH

Since some of THS Armada's activities take place on KTH's main campus, it is of the utmost importance that all of our partners know and are aware that KTH has zero tolerance for discrimination, harassment, sexual harassment and bullying, or other forms of degrading treatment. KTH also has a Code of Conduct for KTH employees and a Code of Conduct for KTH students which both require that all communications and meetings held at KTH be conducted in a respectful, professional manner.



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## 5. Relaxed environments

According to THS Armada, relaxed environments refer to any situation related to the project where it might be difficult to determine whether the situation is an Armada event or more of a private nature. At all THS Armada events the organiser expects exhibitor representatives to act professionally and respectfully towards students and other exhibitor representatives. THS Armada also expects all company representatives to consider the power balance that exists between students and company representatives and not to take advantage of this situation in any way. Relaxed environments include:

- ⦿ 1. Events arranged with exhibitors or companies on or off campus premises
- ⦿ 2. Team building activities with or without partner participation

Anyone witnessing a situation which one considers to be discrimination, harassment or simply not following the principles outlined in this document should report the situation to any one of the THS Armada contacts listed in the contact list in section 9. If the person does not feel comfortable reporting to someone straight away, there is an online form available to report any incident. It is to be noted that

## 6. Digital environment

This year, most of the activities will take place on the digital THS Armada Career Fair platform, hosted by Graduateland. Some of the features of the platform include individual chats, calls and video interviews. To ensure that everyone has a good experience on this novel type of career fair, it is primordial that partners and students stay professional at all times and do not use the platform to perform any kind of harassment mentioned in section 3.

## 7. Action plan for handling of Harassment and Discrimination

### 7.1 The Bystander Effect

When a crisis occurs, it's important to react and be an ally to the person affected. In reality, people are not so inclined to help someone in need in a public setting; this is called the Bystander Effect.

This is because of a concept called "Diffusion of responsibility" where, everyone thinks someone else will intervene. In order to make sure all situations are diffused, everyone has the responsibility to be an active bystander.

**Bystander intervention is key to stopping harassment. What to do if you witness harassment:**



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When you, as a member of an Armada event, notice that someone is behaving inappropriately, the most important thing that you can do is help ensure that the behavior immediately and that the victim receives support.

This can be done by simply acknowledging the situation to someone else, or reporting the situation to any of the THS Armada contacts. You can also approach the individuals involved and ask what happened or is happening. Explain that the behavior that you witnessed did not seem appropriate according to THS Armada's Harassment Policy. Ask the potential victim what happened. Ask the potential suspected person what happened. For more information on the bystander effect and how to be a better bystander, please refer to this source: <https://www.psychologytoday.com/intl/basics/bystander-effect>.

### 7.2 How to report an event

If the potential victim agrees that it was not an appropriate situation, the first step is to ask them for their needs. They might want to relax and go to a calmer place. Armada lounges are normally only allowed for Armada workers, but they are calmer than any other lounges thus someone under stress can be taken there to relax. Please note that this is the only instance in which people outside of the THS Armada team can go in the Armada lounges.

Once the person feels comfortable and safe, contact with the Head of HR or Head of Diversity at THS Armada. These two people can then, if the victim wants to, escalate it to KTH where there will be an investigation (if the person gives consent to coming forward with their name). If the person does not want to report the incident to KTH, the Head of HR will make an **anonymous** internal report about the incident in order for further actions to be taken and to ensure that the behavior is not repeated again.

**Saga Zheng, Head of HR at THS Armada, +46 76 016 53 18**

**Élise Brouillette, Head of Diversity at THS Armada, +46 73 180 76 17**

Here you'll find the list of contacts at KTH:

<https://www.kth.se/en/student/studentliv/likabehandling-jams/stod-och-anmalan-1.514516>

If you cannot find the right contact person, contact Lena Salomonson at KTH's Office of Student Affairs, +46 8 790 65 35.

#### **If you yourself experience harassment:**

It is up to the individual experiencing the behavior to define what constitutes harassment and what does not. If you feel that your dignity is being compromised, you can choose to report the incident immediately to the Head of HR at THS Armada, Saga Zheng, or go through the KTH contacts listed above.



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### 7.3 Consequences of not respecting the policy

If it is reported that someone within THS Armada has made any inappropriate action, either harassment or discrimination, the Head of HR will immediately get in contact with the person and remove them from the project. There is zero tolerance for any behavior that is violating another individual's dignity. The victim will also have the opportunity to report the incident to KTH in order for a proper investigation to be done.

If it is reported that a company representative, exhibitor or partner has acted inappropriately, violating the THS Armada Harassment and Safety Policy, they will be contacted immediately and asked to leave the premises and not take part in any following events. If the company wants to attend the fair or take part in any events for the following years, they will need to submit a valid action plan to make sure the behavior is not repeated.

## 8. Action plan Physical Injuries

### Seriously injured

Excessive bleeding, broken bones, etc.

1. Serious injury (i.e. bleeding that does not stop etc.) call 112
2. Call Leonard Hökby, Head of Logistics and Career Fair, **+46703908581**
3. Wait with the person until someone from the project group arrives

### Sudden illness/allergic reaction

1. If serious (i.e. problem breathing etc) call 112
2. Call Leonard Hökby, Head of Logistics and Career Fair, **+46703908581**
3. Wait with the person until someone from the project group arrives

### Anaphylactic shock

Anaphylactic shock is a strong allergic reaction that may cause itching, swelling and in some cases, the person being unable to breathe. If a person starts having an allergic reaction, an adrenaline shot may be required.

1. Find a medical kit, their locations are indicated in the Security plan and map.
2. Take out the shot, the shot is usually in a plastic container.
3. Pop off the open part of the shot against the leg. On the outside of the thigh, (big muscle parts). The shot can usually push through clothes if necessary but remove clothing if there is time. The needle will automatically inject. Hold the needle for at least 5 seconds.
4. Call Leonard Hökby, Head of Logistics and Career Fair, **+46703908581**

### Diabetes



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1. Is the person conscious? If possible communicate and ask the person if the situation is due to low or high blood sugar levels
2. If the person has low blood sugar levels - give the person Dextrosol or any other type of sugar, juice or candy works as well. If the person is in severe condition and cannot receive food call 112.
3. If the person has high blood sugar levels - and feels sick, vomits or becomes lethargic or unconscious call 112.
4. Call Leonard Hökby, Head of Logistics and Career Fair, **+46703908581**
5. Wait with the person until someone from the project group arrives

**Fainting**

1. Stay by the person's side and make sure they are taken care of
2. Call Leonard Hökby, Head of Logistics and Career Fair, **+46703908581**
3. If the person does not regain consciousness within a minute call 112
4. Wait with the person until someone from the project group arrives

**Psychological stress**

1. Take the person to a calm location. They can be taken to one of the lounge area of the fair
2. Call Saga Zheng, Head of Human Resources, **+460760165318**
3. Wait with the person until someone from the project group arrives





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## 9. Contacts

### Primary contacts

Ongoing incident – call the emergency number	<b>112</b>
KTH Emergency number	<b>+46 8 790 77 00</b>
Project manager THS Armada: Daniel Aston	<b>+46 70 790 98 44</b>
Head of Human Resources: Saga Zheng	<b>+46 76 016 53 18</b>
Head of Diversity: Élise Brouillette	<b>+46 76 180 76 17</b>
Head of Logistics and Career Fair: Leonard Hökby	<b>+46 70 390 85 81</b>

### Contacts at KTH

Find your contact person at your school:

<https://www.kth.se/en/student/studentliv/likabehandling-jams/stod-och-anmalan-1.514516>

Alice Marshall, KTH Equality Office	<b>+46 8 790 71 02</b>
Lena Salmonson, KTH Office of Student Affairs	<b>+46 8 790 65 35</b>
Nina Holmsten, KTH Office of Student Affairs	<b>+46 8 790 61 76</b>
Roine Hammar, Site Services	<b>+46 8 790 88 61</b>
Student Health Office, Front desk	<b>+46 8 120 125 00</b>