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Article 1

Objective.

Bullying and other forms of violence are strictly forbidden at the University of Iceland and will not be tolerated in relations between staff, students, or others involved in UI operations, i.e. contractors or guests.

The objective of these rules is to ensure that strategies are in place should incidents of bullying or violence occur at the University of Iceland. In addition, these Rules of Procedure are intended to promote the prevention of and measures against bullying and violence at the University and to standardise responses, in accordance with the Act on Occupational Health, Safety and Safety at Work, no. 46/1980 as well as the Regulation on bullying, sexual harassment, gender-based harassment and violence at the workplace, no. 1009/2015.

The Professional Council deals with sexual and gender-based harassment. A separate set of rules of procedure applies to such cases, see www.hi.is/node/59531.

Article 2

Terminology.


Terminology definitions are in accordance with Regulation no. 1009/2015. The term *bullying* refers to repeated behaviour that generally makes the target unhappy. This type of behaviour includes belittling, insulting, hurting, or threatening the victim or inducing fear.

Disagreements in views or disagreements arising due to differing interests do not fall under the scope of this definition. The term *violence* refers to any type of behaviour which leads to or may lead to physical or psychological harm or distress for the person subjected to it, as well as the threat thereof, coercion or arbitrary deprivation of liberty.

Article 3

Responsibility.

Staff, management, and students share responsibility for promoting a safe and happy work environment, positive work atmosphere, and tolerance.

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Anyone who considers themselves to be the victim of bullying or violence and anyone who becomes aware of or has reason to suspect such an offence in the workplace, is responsible for reporting such behaviour in order to ensure that the matter can be properly addressed, see Article 9 of the Regulation on bullying, sexual harassment, gender-based harassment and violence in the workplace, no. 1009/2015. Reports shall be submitted and dealt with in accordance with Article 5 of these Rules of Procedure.

The Division of Human Resources at the University of Iceland establishes a policy on the issue and evaluates its status, for example by considering the results of job satisfaction surveys. A Response Team reviews and assesses reported cases, provides advice, and investigates individual cases, as applicable.

Cases of bullying and violence shall be recorded by the Division of Human Resources, including the type of offence and how the case is being handled. Individual cases shall be treated as confidential, see Article 8 of these Rules of Procedure.

Article 4

Response Team for Bullying and Violence.


The director of the Division of Human Resources has appointed a Response Team for Bullying and Violence. Its role is to process cases of possible offences committed at the University of Iceland. The Response Team shall comprise three individuals with knowledge and experience in handling matters of this kind. Two members shall be employed at the Division of Human Resources, including one of the Division's lawyers. The third member shall be an external party.

Care must be taken to ensure that the Response Team is appointed in compliance with the provisions of Article 28 of the Gender Equality Act, no. 150/2020.

The role of the Response Team is to receive and investigate complaints regarding bullying and violence at the University of Iceland, provide the managers of the victim's and perpetrator's academic or organisational units with a statement on these complaints, and propose solutions.

The Response Team shall advise the director of the Division of Human Resources as well as all administrative staff and management regarding preventive measures against bullying and violence.

While processing a case, the Response Team shall comply with the provisions of the Administrative Procedure Act, no. 37/1993, for example concerning the right to respond, the duty to investigate, equal treatment of parties and prompt handling, as applicable. Consideration shall also be given to

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the eligibility rules in the Administrative Procedures Act regarding the suitability of team members to assess individual cases.

Article 5

Reports and complaints.

Anyone wishing to report that they have been the victim of bullying or violence, or anyone who has knowledge of such an offence at the University of Iceland committed by a staff member, student, contractor, or guest, shall contact the human resources manager at the relevant school, the University of Iceland Student Counselling and Career Centre, or the Division of Human Resources, so that the case may be brought to the attention of the Response Team for Bullying and Violence.

A formal complaint of bullying or violence should be submitted using a specific form, which will be forwarded to the Response Team for Bullying and Violence at the University of Iceland Division of Human Resources. Anyone receiving such a formal complaint shall immediately refer the matter to the Response Team.


The formal complaint must include:

- A description of the type of alleged bullying or violence encountered,
- How long the bullying or violence has been going on,
- The name and organisational unit of the alleged perpetrator,
- The name and organisational unit of the alleged victim,
- The names of anyone involved in trying to resolve the situation,
- Anything else considered of relevance to the case,
- The signature of the person filing the complaint, their name as well as academic or organisational unit.

Article 6

Processing reports.

When the Response Team for Bullying and Violence takes a case under review based on a written report, they shall decide whether to pursue or dismiss the case. The Response Team records all reports and their outcomes. If a report is filed by a person other than the alleged victim of bullying or violence, the Response Team shall invite the alleged victim to a meeting to find out what they think about the report. Following interviews with the parties to the case, the Response Team decides whether the case shall be formally investigated. If a case is formally investigated, the process shall be in accordance with Article 7 of these Rules of Procedure.

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Article 7

Processing formal complaints.

The alleged perpetrator/s and their superiors shall be informed that a formal complaint of bullying or violence has been filed and that the case will be formally reviewed and investigated. The alleged perpetrator/s will also receive a copy of the formal complaint.


The Response Team shall estimate how long the investigation will take and both parties as well as their superiors shall be informed of the likely time frame. Both parties as well as their superiors shall be informed of how the investigation will proceed, that their reports will be put on record, and that the events described in the complaint will be presented to the other party as well as witnesses, if applicable. The parties shall also be informed that a case report will be prepared, evaluating whether an act of bullying or violence has been committed or not.

The heads of the relevant academic or organisational unit(s) shall, having consulted with the Response Team, take any necessary measures concerning the academic or work arrangements of the alleged victim and the alleged perpetrator. Efforts shall be made to reach an accommodation regarding work arrangements whilst the matter is under investigation.

The Response Team shall meet with both the alleged victim and alleged perpetrator. The Response Team shall ask the parties to the case whether they wish to name any witnesses who should be consulted. The Response Team shall meet with any witnesses named by the parties to the case. The manner in which witnesses are mentioned in the report shall be assessed. However, the Response Team must ensure that statements cannot be traced back to individual witnesses, if at all possible. The Response Team shall, moreover, ensure equal treatment of all parties involved and always follow the practice of discussing matters with both parties twice. If witnesses are involved, the Response Team shall meet with them, where deemed appropriate, following the first conversation with the parties to the case.

Both parties to the case shall be offered support, professional assistance from a psychologist, social worker, or other therapist with specialist knowledge of the offences involved.

Before finalising the report, both parties to the case and any witnesses consulted shall have the opportunity to read over the sections pertaining to them and to make comments or corrections as needed. The final case report shall describe the circumstances, perspectives and views of the parties to the case, witness reports, conclusions, and key proposals. Special separate resolution meetings shall be held with the parties to the case as well as the heads of the respective academic or organisational unit. In these meetings, the report or relevant sections thereof shall be handed over, the results of the investigation and next steps shall be discussed, or the closing of the case shall be announced. The case report shall be confidential and must be treated as such.

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If the Response Team deems that an offence has been committed, they shall suggest an appropriate response to the heads of the relevant academic or organisational unit. These parties shall then determine the most appropriate course of action, in collaboration with the Division of Human Resources or the Student Counselling and Career Centre. Strategies shall be aimed at stopping the behaviour in question and preventing such behaviour from being repeated in the workplace or educational setting. The Response Team shall furthermore assess whether there is a need for general action within the academic or organisational unit in question as a result of the case, and, if so, to propose such actions to the Division of Human Resources.

Within three months after action has been taken to resolve the behaviour, the Response Team shall invite both parties to the case and their superiors to a meeting to assess the success of these actions. If satisfactory results have been achieved, the case is deemed closed; otherwise the Response Team shall propose further actions.

Article 8

Confidentiality.

Members of the Response Team for Bullying and Violence as well as other involved parties are required to treat individual cases as confidential. It is not permissible to share information on cases with unauthorised parties. All documents and information related to individual cases shall be handled in accordance with the Data Protection Act.

Article 9

Statistical information.

The Response Team for Bullying and Violence shall record and maintain statistical data on cases it receives. This data shall be published annually.

Article 10

Review.

Five years after the adoption of these Rules of Procedure, an evaluation shall be carried out to determine, in light of experience, whether these Rules of Procedure should be combined with the Rules of Procedure on the Response to Gender-related and Sexual Harassment and Other Sexual Violence within the University of Iceland, approved by the University Council on 7 September 2017.