



**The Board for Equality would like to start by highlighting that no case is too small and that not all cases will lead to a formal report, but it is still important to bring attention to harmful patterns and events that happen in the Chapter or at KTH. It makes a difference! A description of the process is found below.**

In the form linked you can report if you have felt ill-treated, harassed or discriminated against by a teacher, fellow student or other staff at the university. You can also file a report on someone else's behalf if they have been subjected to something you feel we should be aware of. Share only the information you feel comfortable sharing but keep in mind that the more detail you give the easier it will be to pursue the case further.

The president of the Board of Equality is the only person who will process the report and will forward it to Lena Salomonson who is the group manager for guidance and support at the department for student service. She is responsible for investigations on ill-treatment, harassment and sexual harassment. Depending on the case the matter may be further forwarded to another authorized investigator. To see what happens with each case the president of the Board of Equality will follow up the proceedings.

You can of course remain anonymous if you wish! However, in this case KTH will not conduct an official investigation as names are required but they will work with the case regardless. If you share your personal details with KTH your name could spread due to the Public Access to Information and Secrecy Act but KTH does all it can to prevent your name being shared with unauthorized people.

Alternatively, you could choose to be anonymous to KTH but share your contact details with the Board of Equality so that they can pursue the case for you. In this case KTH will still not conduct an official investigation but we can contact you if more information is needed and inform you about what KTH has done in response to your report.

If you do not want to fill in the form you can contact the Board of Equality's president directly either in person, by email ([illabehandling@w-sektionen.se](mailto:illabehandling@w-sektionen.se)) or by phone (personal contact details can be found in the form). You can also email Lena Salomonson directly at [lenaas@kth.se](mailto:lenaas@kth.se), the vice president at the Board of Equality (personal contact details can be found in the form) or the chapter's Security and Safety representative at [gr8n@w-sektionen.se](mailto:gr8n@w-sektionen.se).

The form and this document have been produced by the Board of Equality at the Chapter for Energy and Environment to simplify and inform about the course of action to report ill-treatment, harassment and discrimination. If you have any questions you can contact the Board of Equality's president or vice president through email at [jamlighet@w-sektionen.se](mailto:jamlighet@w-sektionen.se).