

21 June 2022

POL-2022-77117

Period of validity:	1 August 2022 - until further notice
Statutory basis:	Act on Police University College 1164/2013, Act on Equality Between Women and Men 609/1986, Non-Discrimination Act 1325/2014
Amends / revokes:	POL-2021-31930, 16.6.2021, Instruction against harassment and inappropriate treatment for Police University College students
Target groups:	Students of the Police University College

Instruction against harassment and inappropriate treatment for Police University College students (POL-2022-77117)

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1 Introduction

The Police University College (hereinafter 'Polamk') does not allow any kind of harassment or inappropriate behaviour. Our cooperation and interaction is guided by [the Police University College code of community](#). We act in line with the values and [Ethical Code for the police](#).

The instruction given to the students applies to the whole University college community, because we all have the right to study and work without factors that impair our well-being, health and safety.

As regards the personnel of the police administration, the National Police Board's instructions on the management of harassment and inappropriate treatment in the police administration, POL-2019-8751, shall also be followed, if Polamk's employee is involved.

For the personnel of the Emergency Services Academy Finland, the practices of the Emergency Services Academy Finland shall be followed.

2 Signs of harassment and inappropriate behaviour

Inappropriate treatment refers to harassment, bullying and other unwanted, inappropriate behaviour. Inappropriate treatment is often systematic and continuous, but sometimes individual, less severe acts can be regarded as such. It may also fulfill the characteristics of harassment, i.e. inappropriate treatment which may present a risk to or harm the safety or health of the individual.

Harassment and inappropriate behaviour include:

- threats or intimidation
- malicious and insinuating messages
- disparaging and deriding words
- unjustified criticism of and impeding of studies
- unjustified interference with studies
- questioning reputation or status
- isolation from the community
- inappropriate use of the power of the teacher status
- humiliating manner of giving instructions.

3 Signs of sexual harassment

Sexual harassment means unwanted, unilateral sexual behaviour, which possibly includes exerting pressure. It may be visual, verbal or physical.

Sexual harassment includes, for example:

- sexually intrusive gestures and expressions
- double-meaning speeches and jokes
- inappropriate remarks or questions concerning body, dressing or private life
- sexually coloured letters, e-mails, text messages and phone calls
- pornographic material on display
- unwanted physical contact
- proposals or requirements for sexual relations.

4 Harassment or discrimination based on gender or gender identity

Gender-based harassment refers to unwanted conduct related to the gender of a person, which is not of a sexual nature. It violates mental or physical integrity and creates an intimidating, hostile, degrading, humiliating or oppressive atmosphere.

Gender-based harassment includes, for example:

- degrading and negative speech about another gender
- defamation of the other sex
- bullying where it is based on the gender of the disturbed person

People are diverse in terms of gender identity and gender expression, and not all are women or men with an explicit gender. Gender minorities include transgender people, such as transgender, non-binary and transvestites as well as intergender people. The experiences of gender conflict are individual.

Discrimination against gender identity is placing a person on a different status based on gender identity or gender expression.

5 What is not harassment?

Members of the University college community may have different views and interpretations of the issues experienced as harassment and inappropriate behaviour. It is therefore important for the community to discuss what kind of interaction is desirable in the community and what is not. Open discussion is a commitment to the development of the community's well-being. It is particularly important to have open discussion and to agree on the rules of the game when teaching involves personal guidance and physical proximity or training situations that require empathising with the role of the target person.

Not all conflicts or negative feedback in the University college community is harassment causing a health hazard or other inappropriate treatment, even if the assessment of studies and decisions and actions falling within the competence of the higher education institution may be perceived as negative. The higher education institution has the right to plan, manage and monitor educational activities, teaching and studying. The educational institution also has the competence to decide on the quality, scope and working methods of teaching as well as the procedures when they have been discussed in cooperation or approved by the Board of the higher education institution. Studies and credits can be evaluated and given appropriate feedback without inappropriate treatment being in question.

Harassment is not, for example

- decisions and instructions, duly substantiated and justified, concerning the completion of studies
- joint handling of study, work and work community problems
- justified interference with study and work performance
- issue of a warning for a justified and legal reason

- suspension of study or withdrawal of the right to study if the conditions of the law are met

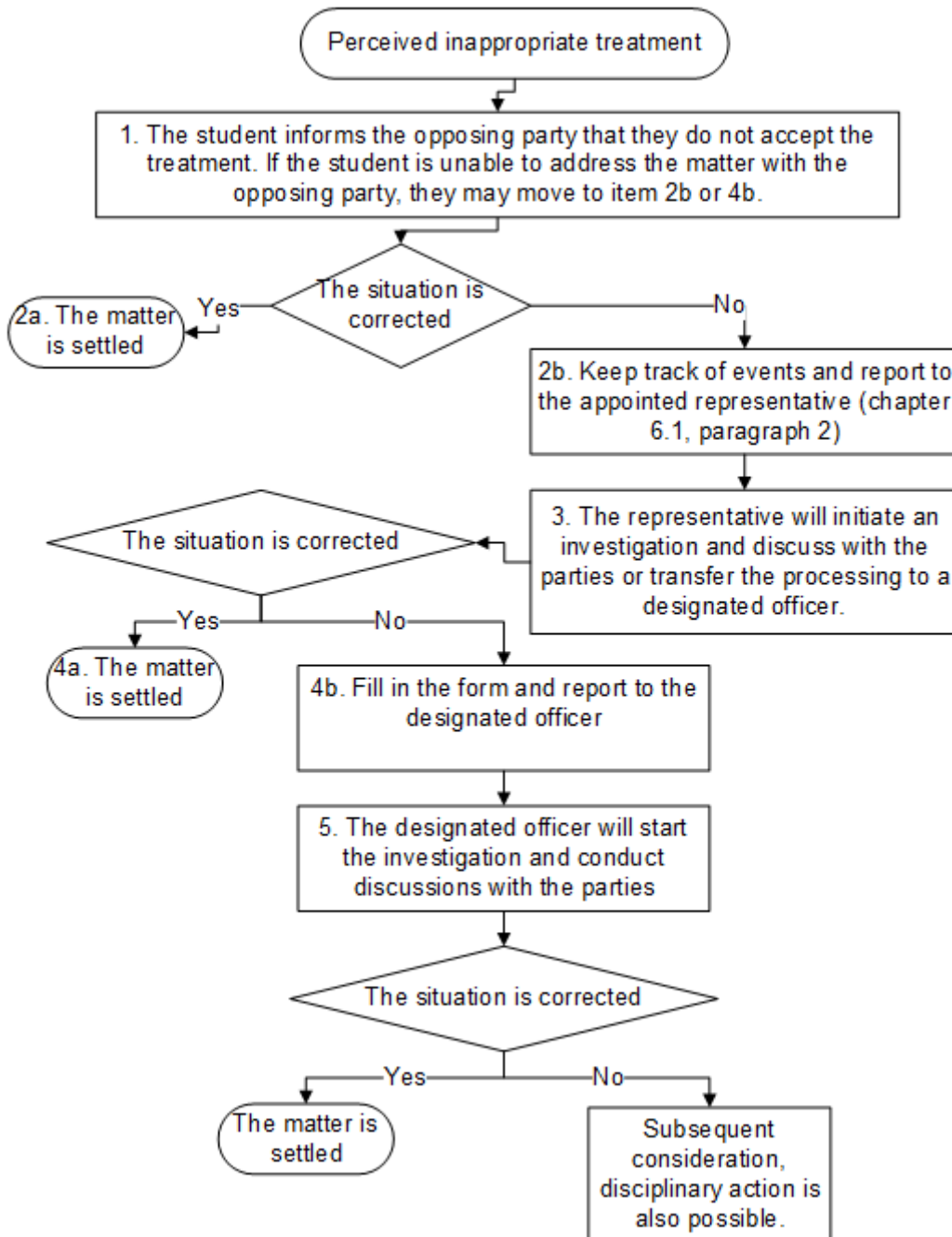
6 Instructions on how to proceed

6.1 The treatment perceived as inappropriate is between students

1. If possible, state clearly to the opposing party that you do not accept harassment or that you feel that their behaviour is inappropriate. If necessary, ask support to be provided by your student union's harassment contact person, your class chairperson or any other support person. The up-to-date contact details for the harassment contact person of the student union of Polamk can be found in the college network intranet on the student union page. You can also take the matter forward to the designated officer of Polamk (see item 4) when you have not been able to speak directly about the matter to the opposing party. Contact information for the designated officers of Polamk can be found in the college network intranet on the Student help page or in the police intranet on the continuing education page. The designated officer of the Emergency Services Academy Finland is the teacher in charge of the course.
2. If the situation continues, keep a record of the events and keep the messages you receive. You can also take the matter forward when you have not been able to speak directly about the matter to the opposing party. If you wish, you can fill in the form attached to the instruction to start the formal investigation. Follow these steps:
 - a. A Bachelor of Police Services student, contact harassment contact person of the student union or the designated officer of Polamk (see item 4).
 - b. A Bachelor of Rescue Services student, contact the teacher in charge of the course
 - c. A Bachelor of Police Services student in the upgrading of qualifications program, contact the class chairman or the designated officer of Polamk (see item 4).

- d. A Master of Police Services student, contact the class chairman or the designated officer of Polamk (see item 4).
 - e. Student of Police sergeant studies, contact the chairman of your group or the designated officer of Polamk (see item 4).
 - f. Emergency Response Centre Operator student, contact the teacher in charge of the course.
 - g. Continuing education student, contact or the designated officer of Polamk, whose contact details can be found in Sinetti on the continuing education page.
3. The contact person designated in item 2 will start the investigation and conduct discussions with the parties. The student union representative may, at their discretion, transfer the case to a designated officer of Polamk with the consent of the person having experienced harassment.
4. If you do not think the student union's assistance is sufficient, please fill in the form attached to the instruction at the latest at this stage and contact the designated officer of Polamk. If you wish, you can also communicate directly with the designated officer of Polamk, even if you have not discussed your case with a student union representative first. Contact information for the designated officer of Polamk can be found in college network intranet on the Student help page or in police intranet on the continuing education page.
5. The official shall, where appropriate, organise a hearing of the parties and decide upon further action on the basis of the report.

Image 1 Handling of treatment perceived as inappropriate between students.



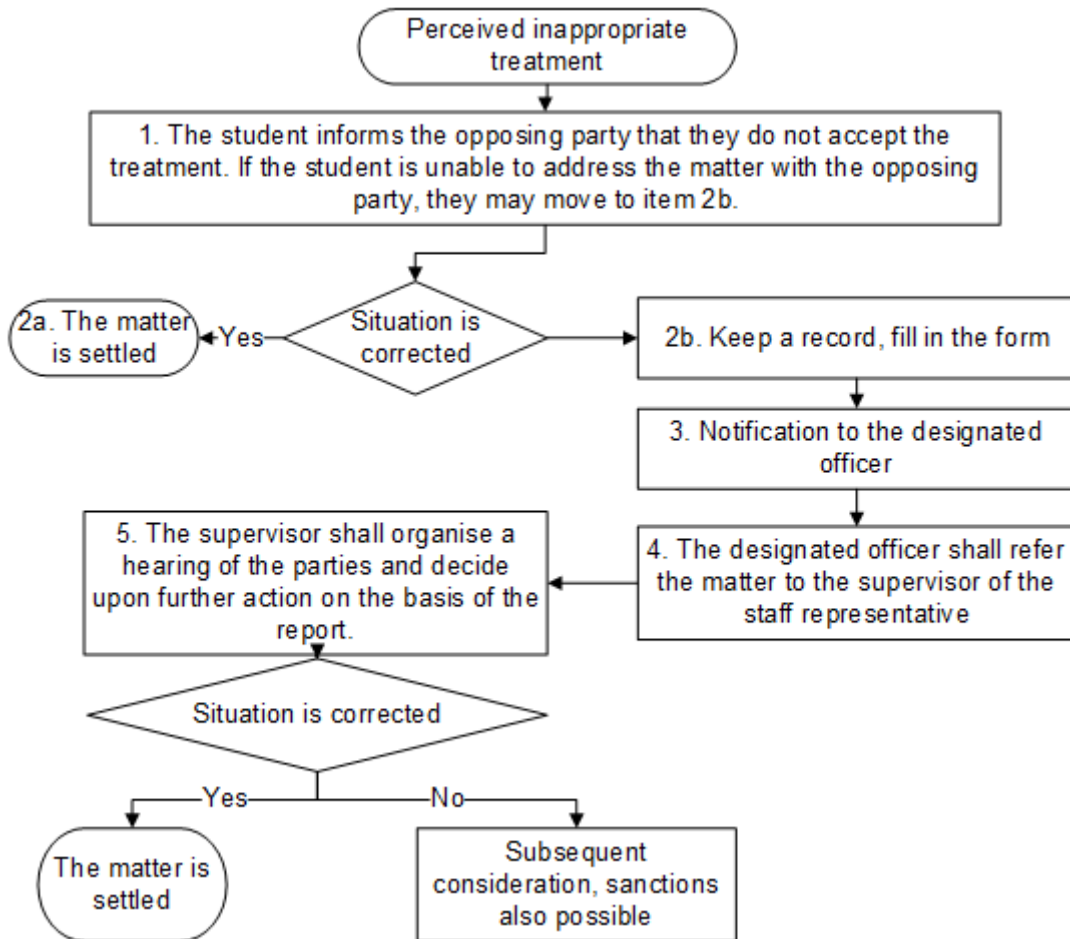
6.2 The treatment perceived as inappropriate is between the student and a representative of the staff

1. If possible, state clearly to the opposing party that you do not accept harassment or that you feel that their behaviour is inappropriate. If necessary, ask support to be provided by the harassment contact person of the student union of Polamk, your class chairperson or any other support person. For up-to-date contact details of the harassment contact person of the student union, please visit the student union pages in the college network's intranet.

You can also take the matter forward to the designated officer of Polamk (see item 4) when you have not been able to speak directly about the matter to the opposing party. Contact information for the designated officers of Polamk can be found in the college network intranet on the Student help page or in the police intranet on the continuing education page. The designated officer of the Emergency Services Academy Finland is the teacher in charge of the course.

2. If the situation continues, keep a record of the events and keep the messages you receive. You can also take the matter forward when you have not been able to speak directly to the opposing party. Fill in the form attached to the instruction to start a formal investigation.
3. Turn to a designated officer by Polamk or the Emergency Services Academy Finland.
4. The designated officer shall refer the case to the supervisor of the staff member who will follow in the handling process both the instruction of Handling of harassment and inappropriate treatment in the police administration POL-2019-8751 and this instruction or, in the case of staff of the Emergency Services Academy Finland, the Emergency Services Academy Finland's practices.
5. The supervisor of the staff representative shall, where appropriate, organise a hearing of the parties and decide upon further action on the basis of the report.

Image 2 Processing of inappropriate treatment between a student and the staff representative.



According to the established records management plan (01.40.07 Handling of inappropriate behaviour and harassment), the documents relating to the case are recorded in Acta, the documents are encrypted (ST IV) and retained for 10 years. The Emergency Services Academy Finland records matters according to its own records management plan.

Director

Marko Laitinen

Director of Education

Petri Alkiora

Appendices

Notice of harassment to the Police University College

Distribution

Teaching staff of the Police University College, teaching staff of Bachelor of Rescue Services education

For the attention of:

Students and staff of the Police University College