

12 December 2024

Period of validity:

1 January 2025 - 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:

Instruction against harassment and inappropriate treatment for Police University College students, 21.6.2022 (POL-2022-77117)

Target groups:

Students of the Police University College

Instruction against harassment and inappropriate treatment for Police University College students

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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.

With regard to the personnel of police administration, the guidelines issued by the National Police Board of Finland for the management of harassment and inappropriate treatment in the police administration (POL-2024-27699) must also be followed if a member of Police University College's personnel is involved in the situation.

The guidelines of the Emergency Services Academy Finland apply to the Emergency Services Academy's personnel.

2 Signs of harassment and inappropriate behaviour

Inappropriate treatment means harassment, bullying, discrimination and other unwanted behaviour experienced as inappropriate. 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.

Examples of 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
- belittling ethnic or national origin, skin colour, language, gender, sexual orientation, age, family relationships, or health, or regarding it with contempt.

2.1 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.

2.2 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.

2.3 Harassment related to grounds for discrimination

According to the Non-discrimination Act (1325/2014), all people are equal regardless of their age, origin, nationality, language, religion and beliefs, opinions, political or trade union activities, family relationships, disability, health, sexual orientation or any other personal reason (referred to as grounds for discrimination).

Harassment referred to in the Non-discrimination Act is always related to prohibited grounds for discrimination. Discrimination means treatment that intentionally or actually violates the human dignity of a person or group of people when it is related to grounds for discrimination. Discrimination can take the form of degrading, humiliating, threatening, hostile or offensive treatment of a person or a group of people. The university college must intervene in any discriminatory treatment as soon as it becomes aware of it.

3 What is not harassment or inappropriate treatment?

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

4 Instructions on how to proceed

4.1 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 report the matter forward to Police University College's contact person for harassment (see Section 4) if you have not been able to speak directly to the other party. You can find the contact details of Police University College's contact person for harassment on the intranet of the university network on the "Opiskelijan avuksi" (Student help) page or in Police University College's instructions for continuing education.

The Emergency Services Academy's contact person for harassment is the teacher acting as the course leader. Students may also contact the Emergency Services Academy's Head of Security. The Emergency Services Academy's guidelines apply to the Emergency Services Academy.

- 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) Bachelor of police services student: contact the contact person for harassment of the student union or Police University College (see Section 4).
 - b) Bachelor of rescue services student: contact the teacher acting as the course leader or the Emergency Services Academy's Head of Security.
 - c) Student of the upgrading of qualifications for bachelor of police services: contact the course chair or Police University College's contact person for harassment (see Section 4).
 - d) Master of police services student: contact the course chair or Police University College's contact person for harassment (see Section 4).
 - e) Student of specialisation studies for police sergeants: contact your group's chair or Police University College's contact person for harassment (see Section 4).
 - f) Student in the Emergency Response Centre Operator degree programme: contact the teacher acting as the course leader for the study module of police tasks at the Emergency Response Centre at the Police University College.
 - g) Student of continuing education: contact Police University College's contact person for harassment, whose contact details are available in Police University College's instructions for continuing education.
- 3) The representative of the student union or personnel named in Section 2 will initiate an investigation and hold discussions with the parties. The student union representative may, at discretion and with the consent of the person who has experienced harassment, forward the processing of the matter to Police University College's contact person for harassment.
- 4) If you consider the help provided by the student union to be insufficient, complete the form attached to the instructions at this stage at the latest and contact Police University College's contact person for harassment. You can also contact Police University College's contact person for harassment directly, even if you have not discussed your case first with the student union representative.
- 5) Police University College's contact person for harassment will hear the parties if the matter so requires and decide on further measures based on the investigation.

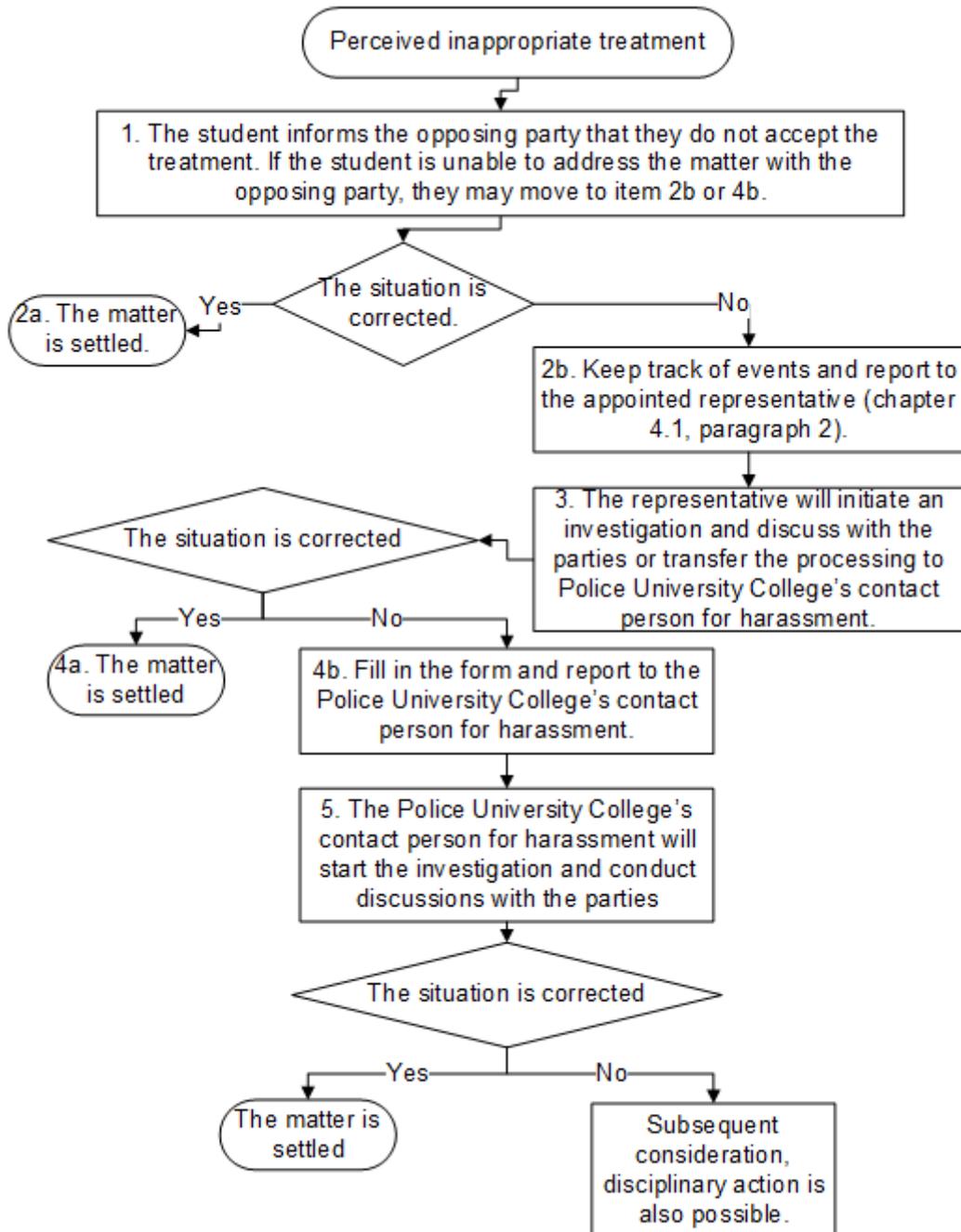


Figure 1. Handling of treatment perceived as inappropriate between students

4.2 The treatment perceived as inappropriate is between the student and a member of the staff

The Emergency Services Academy’s guidelines apply to the Emergency Services Academy, with the exception of the study module of police tasks at the Emergency Response Centre, in situations where teaching is provided at Police University College.

- 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. You can find the up-to-date contact details of the student union's contact person for harassment on the student union page on the intranet of the university network.

You can also report the matter forward to Police University College's contact person for harassment (see Section 3) if you have not been able to speak directly to the other party. You can find the contact details of Police University College's contact person for harassment on the intranet of the university network on the "Opiskelijan avuksi" (Student help) page or in Police University College's instructions for continuing education.

- 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) Contact Police University College's contact person for harassment who will initiate an investigation and discuss with the student who reported the incident. A memorandum will be prepared at this stage.
- 4) If the matter cannot be resolved during the stage described in Section 3, Police University College's contact person for harassment will forward the matter to the supervisor of the member of the personnel (head of unit). The supervisor will process the matter in compliance with the guidelines issued by the National Police Board of Finland for the management of harassment and inappropriate treatment in the police administration (POL-2024-27699) and these guidelines. The guidelines of the Emergency Services Academy Finland apply to the Emergency Services Academy's personnel.
- 5) The supervisor (head of unit) will hear the member of the personnel and decide on further measures based on the investigation. A memorandum will be prepared at this stage.
- 6) The supervisor will inform Police University College's contact person for harassment and the parties involved of their decision.

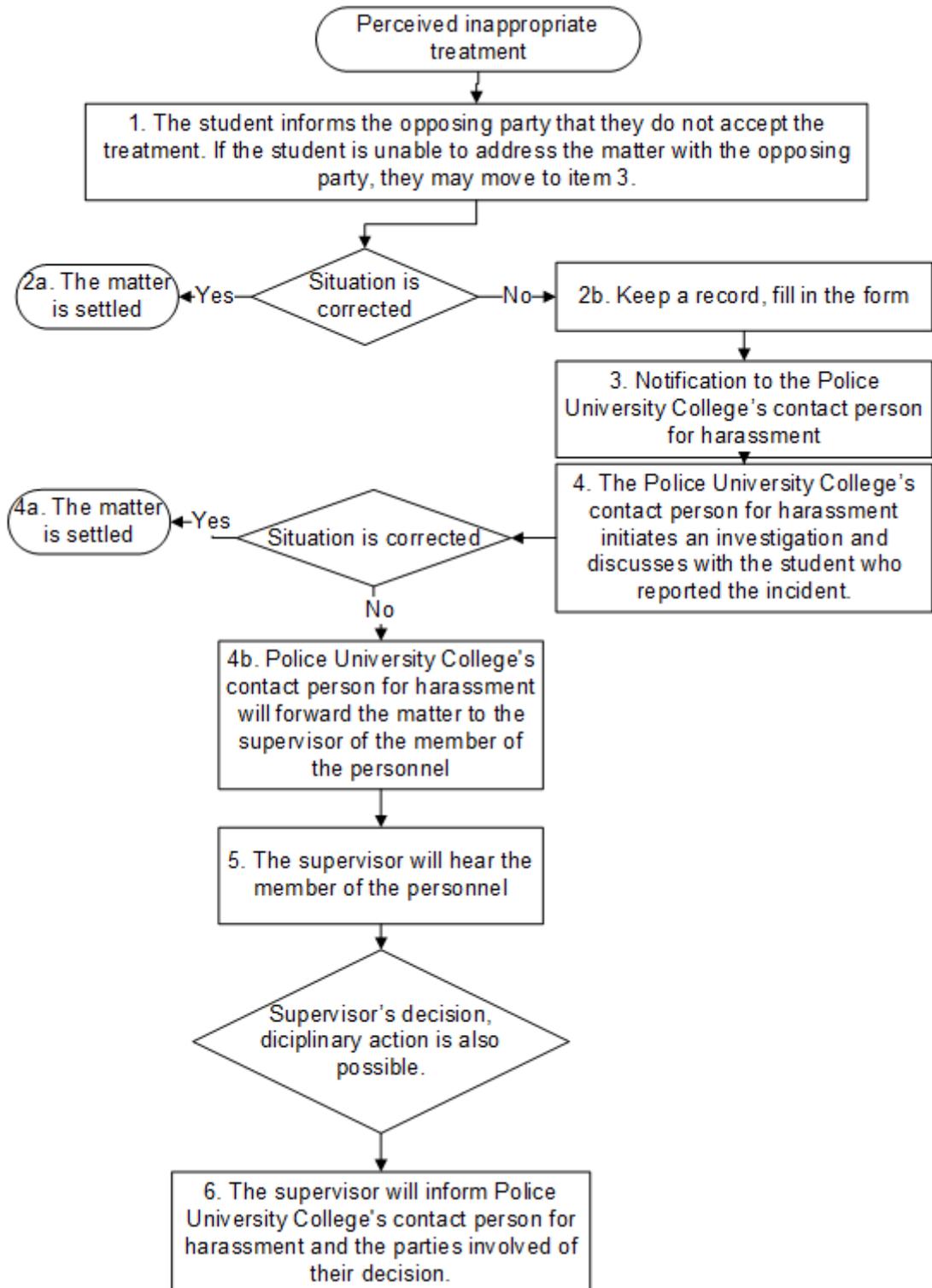


Figure 2. Processing of inappropriate treatment between a student and the staff representative

5 Instructions for archiving and storing documents

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.

5.1 Documents related to treatment perceived as inappropriate between students

Police University College's contact person for harassment is responsible for opening cases, registering documents and closing cases.

5.2 Documents related to treatment perceived as inappropriate between students and staff

Police University College's contact person for harassment opens cases and registers documents related to students' reports and hearings. The supervisor registers the hearing memoranda of members of the personnel and their decision under the same case. The supervisor will notify Police University College's contact person for harassment of the completed processing of the case so that the contact person for harassment can close the case in Acta.

6 Monitoring students' experiences of perceived inappropriate treatment

Police University College's contact person for harassment compiles an overview of students' experiences of harassment and inappropriate treatment reported during the year. The overview is anonymous, and individual cases or individuals cannot be identified from it. The overview will be discussed once a year in Police University College's management team and working group for non-discrimination and equality. If more experiences of inappropriate treatment than usual are reported or they are particularly serious, Police University College's contact person for harassment will contact Police University College's management and the chair of the working group for non-discrimination and equality to deal with the situation more extensively.

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