

Code of Conduct at the Department of Sociology

A good working environment is essential for the Department of Sociology to maintain its status as a leading international academic institution and for employees to thrive. The department is committed to creating an environment characterized by professional leadership, teamwork, collegiality, participation, openness, and an inclusive attitude and approach. The work environment should promote safety, wellbeing, and health. All co-workers should be treated with respect. The Department of Sociology does not tolerate discrimination, harassment, bullying, or any other form of degrading treatment.

The Code of Conduct is based on Stockholm University's fundamental values as outlined in its Policy for Work Environment and Equal Treatment. It clarifies the responsibilities of co-workers and what is expected of each individual. Co-workers include staff members, visiting scholars, and affiliated researchers. We all contribute to each other's work environment, and every employee is responsible for fostering a positive physical, organizational, and social work environment.

The following Code of Conduct highlights our shared responsibilities.

1. I treat everyone with respect and consideration while maintaining a professional attitude in my interactions with others.

- I greet everyone that I meet.
- I take time to get to know my colleagues and strive towards an inclusive work environment.
- I listen, give space, don't interrupt, and try to understand my colleagues' perspectives and work tasks.
- I maintain a respectful tone in conversations, emails, and other forms of communication.
- I respect personal time and acknowledge that my colleagues may not respond outside of office hours.
- I am open, generous, and share my knowledge and experiences with my colleagues.
- I provide feedback to others constructively, including support and encouragement.
- I take responsibility for leaving our shared physical workspace in good condition, e.g. communal kitchen areas.

2. We all contribute to the benefit of everyone through our respective work tasks.

- We trust that our colleagues strive to do their best.
- We carry out our work tasks in ways that enable others to perform theirs.
- We share information and plans in a timely manner, as it may be important for someone else.
- We both provide and take advantage of opportunities for development and positive change within the department.

3. I do not contribute to or cause discrimination or harassment based on a person's gender, gender identity or expression, ethnicity, religion or belief, disability, sexual orientation, or age. The same applies to bullying or any form of offensive behavior regardless of the reason.

- I take personal responsibility for my behavior
- I act if I perceive inappropriate behavior and I do not remain silent if I witness others being mistreated.
- I am aware that I can report discrimination, harassment, or offensive treatment to my immediate manager, another manager, or HR at the local or central level. I also know I can contact a safety representative or union representative for the same matter.

At Stockholm University, there is zero tolerance of discrimination, harassment, sexual harassment, and offensive behavior. It is the responsibility of all employees and students to adhere to this policy, as well as laws and regulations related to the work environment or discrimination. It is also the employer's duty to act if an employee or student is subject to discrimination, harassment, or offensive behavior, and there are procedures in place for handling such cases, both at the departmental level and centrally at SU. These procedures are described on the [University's internal web](#).

On [the department's website](#) you can also find information about who to contact with various work environment related issues: