



lava

2024



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Harassment and Safety Policy

Harassment and Safety Plan

Background

Lava is an organization that strives to have an inclusive, equal and diverse workplace where everyone involved in the project can always feel safe. We work actively both internally and externally towards becoming an organization where everyone feels welcome and safe in any situation related to the fair, regardless of their gender, social background, ethnicity, sexuality or level of physical function.

The Lava Career Fair and events related to it create environments in which students and company representatives find themselves in a gray area. Events may also include consumption of alcohol (for example the banquet) where it can be even more difficult to determine whether the situation is a private or professional one. Harassment incidents have been reported in these environments, which is why Lava aims to work more actively with these questions, specifically when it comes to preventative work.

Purpose

The purpose of the Harassment and Safety Policy is to provide knowledge on how Lava expects anyone involved with the project, including partners, to act in any situation related to the project.

Furthermore, the policy aims to share knowledge on what to do when a crisis situation has happened, who to contact and how to move forward. In this document partners refers to any company or corporation who has signed an agreement with Lava.

Expectations

Lava expects all people involved in the project to:

1. Have read and understood this document.
2. Act professionally and respectfully towards each other, no matter if you are a student or exhibitor.

3. Keep in mind and reflect upon the power balance that exists between students and company representatives and not to take advantage of this.
4. Not inappropriately speak to, or touch, KTH students or other representatives in any way.
5. Be aware of the purpose of participating in Lava, which is professional in nature and not private. It is not an appropriate place to flirt, give unwelcome compliments on appearance, or otherwise inappropriately interact in a private matter.
6. Report any situation that one considers to not be in line with Lava's values and policy when it comes to harassment of any type and/or discrimination.

KTH has zero tolerance for discrimination, harassment, sexual harassment or other forms of degrading treatment. KTH also has a Code of Conduct for KTH students and employees which requires that all communications held at KTH are conducted in a respectful, professional manner.

Relaxed Environments

Relaxed environments refer to any situation related to the project where it might be difficult to determine whether the situation is a Lava event or more of a private nature. At all Lava events, the organizer expects exhibitor representatives to act professionally and respectfully towards students and other exhibitor representatives.

Examples of relaxed environments during Lava:

1. The Lava Banquet including the after party.
2. Events arranged with exhibitors or companies on or off campus premises.
3. Events and/or activities where alcohol is consumed.
4. Team building activities with or without company participation.

Anyone witnessing a situation which one considers to be a grey area or simply not following the principles outlined in this document should report the situation to anyone of the Lava contacts listed at the end of this document.

Action Plan for handling of Harassment and Discrimination

If you witness harassment

If you notice that someone is behaving inappropriately, the most important thing that you can do is to help ensure that the behavior stops. One good way of doing this is to approach the individuals involved and ask what happened or is happening. Explain that the behavior that you witnessed did not seem appropriate according to Lava's Harassment Policy. Ask the potential victim what happened. Ask the potential suspected person what happened. If the potential victim agrees that it was not an appropriate situation, immediately report this to the project manager at Lava.

The Project manager at Lava will then escalate it to KTH where there will be an investigation. If the person does not want to report the incident to KTH, it is even more important that you report the incident to the Project manager at Lava for further actions and to ensure that the behavior stops.

If you experience harassment

It is up to the individual experiencing the behavior to define what constitutes harassment and what does not. If you experience harassment, please speak up and tell the person that their behavior is not appropriate. Please also report the behavior to the project manager, and to KTH to make sure that appropriate action is taken.

- Olivia Klacksell, Project manager Lava 2024, +46 73 842 24 77
- Nina Holmsten, KTH Office of Student Affairs, +46 8 790 61 76
- Visit [KTH.se](https://www.kth.se) for more information and contacts

Action Plan for physical injuries

Seriously injured including sudden illness or allergic reaction

1. Serious injury or health issue (i.e., problem breathing etc.) call 112
2. Call Erik Horney, Head of Logistics, +46 70 662 93 16
3. Wait with the person until someone from the project group arrives

Anaphylactic shock

Anaphylactic shock is a strong allergic reaction that may cause itching, swelling and the person being unable to breathe. If a person starts having an allergic reaction, an adrenaline shot may be required.

1. Take out the shot, which is usually located within a larger plastic container.
2. Pop off the open part of the shot against the leg. On the outside of the thigh, (big muscle parts). The shot can usually push through clothes if necessary but remove clothing if there is time. The needle will automatically inject. Hold the needle for at least 5 seconds.
3. Call Erik Horney, Head of Logistics, +46 70 662 93 16

Contacts

Primary contacts

- Ongoing incident – call the emergency number: 112
- KTH Emergency number: +46 8 790 77 00
- Project manager Lava: Olivia Klacksell, +46 73 842 24 77
- Head of Logistics Lava: Erik Horney, +46 70 662 93 16
- Head of Human Resources Lava: Sofia Ramsköld +46 73 073 36 28
- Equality and diversity group at the s-chapter: jamno@s-sektionen.se

Contacts at KTH

1. Cecilia Månsson Blom, KTH Contact for students at ABE +46 8 790 94 21
2. Nina Holmsten, KTH Office of Student Affairs +46 8 790 61 76
3. Lena Salomonsson, KTH Office of Student Affairs +46 8 790 65 35
4. Ronie Hammar, Site Services +46 8 790 88 61

For more information and contacts visit: <https://www.kth.se/student/stodkontakt>



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CONTACT

Olivia Klacksell, Project Manager | projektledare@lavakth.se

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