

Report on harassment or inappropriate treatment at work to the employer

The report is based on section 28 of the Occupational Safety and Health Act.

You can find the instructions for filling in the report on the next page.

1 Report submitted by the employee (the employee fills in)

I have experienced harassment or inappropriate treatment at work that endangers my health.

I have told the person in question that I find their conduct inappropriate.

I have asked the person in question to stop but the situation has not improved.

Brief description of the harassment or inappropriate treatment (what, when and by whom):

Date

Signature (employee)

2 Receipt of the report (the employer fills in)

As the employer's representative, I have received this report for information.

Date

Signature (employer's representative)

3 Investigation of the matter by the employer (the employer fills in)

The employer must investigate the course of events impartially, thoroughly and without delay.

The following parties took part in the investigation:

When:

A memorandum of the investigation was prepared.

4 Employer's decision (the employer fills in)

After the investigation, the employer must decide what action is needed to resolve the situation.

If there is harassment or inappropriate treatment at the workplace, the employer must use all means available to stop it.

Based on the investigation, it has been concluded that there has been harassment or inappropriate treatment at the workplace. The measures to stop the harassment or inappropriate treatment and their timetable:

Follow-up meeting set for (date):

The report will not lead to any action. Grounds for not taking any action:

5 Notification of the decision and receipt of the information (the employer and the employee fill in)

Date

Signature (employer's representative)

Signature (employee)

Instructions for filling in the form

1 Report submitted by the employee (the employee fills in)

In section 1 of the form, the person who has experienced harassment or other inappropriate treatment should describe how, when and by whom the harassment occurred.

- The person who has experienced harassment or other inappropriate treatment should, without delay, take the matter up with the person who behaved inappropriately.
- If the problem continues, the harassed person should bring the matter to the attention of their supervisor. If the harasser is the immediate supervisor, the supervisor's supervisor should be notified.
- On this form, the person who has experienced harassment can report the matter to their employer.

2 Receipt of the report (the employer fills in)

In section 2, the employer should state that it has received the report.

- The employer has an obligation to take action after it has been notified of the matter.

3 Investigation of the matter by the employer (the employer fills in)

In section 3 of the form, the employer should state how and when the matter has been investigated.

- After the employer has received a report on harassment, the employer or the supervisor must first interview all parties to determine the course of events in an impartial manner.
- The employer should start investigating the matter within two weeks of being notified of the case.
- If the workplace has agreed procedures for handling a harassment matter, these should be followed.
- If necessary, external experts such as occupational health care professionals can be consulted by the employer. However, the employer is always responsible for investigating the matter and for taking appropriate action.

4 Employer's decision (the employer fills in)

In section 4, the employer should record the conclusions of the investigation and the agreed measures.

- If there is harassment at the workplace, the employer must use all means available to stop it.
- The employer should decide on the measures to stop the harassment and other inappropriate treatment and inform the employee of them.
- The employer has the right to prohibit harassment and other inappropriate treatment at the workplace. If the instructions do not help, the employer has the right to take disciplinary action, for example, to give the harasser a warning.
- The parties should agree on how the agreed measures should be monitored and on their timetable.
- If the employer considers that the matter does not involve harassment, it must give clear reasons for its decision.

5 Notification of the decision and receipt of the information (the employer and the employee fill in)

In section 5, the employer confirms that it has notified the employee of its decision and the employee confirms that they have been notified of the decision.

- The employer has an obligation to inform the employee of the action taken as a result of the report.

Section 28 of the Occupational Safety and Health Act:

If harassment or other inappropriate treatment of an employee occurs at work and causes risk or hazard to the employee's health, the employer, after becoming aware of the matter, shall by available means take measures for remedying this situation.

The Occupational Safety and Health Act prohibits all harassment that causes risk or hazard to the employee's health. Harassment includes

- repeated threats
- intimidation
- malicious and suggestive messages
- derogatory and ridiculing language
- continuous and unjustified criticism and hindering of work
- questioning of reputation or position
- isolation from the work community
- sexual harassment.

Harassment may also manifest itself in abuse of supervisory powers. When the objective assessment is that the employer is using its supervisory powers in an inappropriate manner or for harassment purposes, the treatment can cause risk or hazard to the employee's health. Abuse of supervisory powers may include

- continuous and unjustified interference with an employee's work
- unjustified changes to work tasks or workload
- unilateral and unjustified changes to the agreed terms of employment
- inappropriate use of supervisory powers
- humiliating assignment of tasks.

Unacceptable conduct at the workplace does not always constitute harassment or other inappropriate treatment causing risk or hazard to employees' health referred to in the Occupational Safety and Health Act.

More information:

Website of the Occupational Safety and Health Administration
Tyosuojelu.fi [Unfair treatment at work](https://tyosuojelu.fi/en/working-conditions/unfair-treatment)
(tyosuojelu.fi/en/working-conditions/unfair-treatment)