

## **Statement for follow-up of formal complaints and plan for future work**

The Oslo National Academy of the Arts, in reference to the Ministry's letter of 22nd December 2017, initially, wishes to emphasize that there is zero tolerance for bullying and harassment within the Institution. This is stated in our *Code of Ethics*, last revised in June 2015.

We take a very serious view of the situation which have been brought to our attention.

The Rector and Director wish to make an unreserved apology to those who have experienced unwanted sexual advances or sexual harassment at the Institution.

### **Procedures for following up of the formal complaints.**

The Oslo National Academy for the Arts has now launched an investigations, and while this is in progress, none of the staff implicated will have any contact with students. Breaches of *the rules of employment* and potential consequences as such will depend on the outcome of the survey.

In order to ensure a satisfactory follow-up of the complaints that have been presented to the Ministry, the Institution has put into place the following:

The Institution has engaged a lawyer, Anne Marie Due, who specializes in labour laws and handling of complaints cases such as this. She will act as an intermediary between the complainants contact person and the Institution in order to ensure complete anonymity in the process. This is done in agreement between the complainant and the Ministry. In addition, Geir Haugstveit an external HR specialist has been engaged. He is currently HR Director at Oslo Metropolitan University. Director Annemarie Bechmann Hansen and Rector Jørn Mortensen will be representing this Institution.

This Institution has formal procedures for dealing with such cases approved by the Board. In this instance, it is possible for the Rector to employ another procedure in processing this case, ref.. University and Higher Education Act § 10-2, first paragraph, section B: "The rector can decide matters when they are of such a seriousness nature that they cannot be postponed until the next Board Meeting "

This means that this case is processed in its entirety by the Director, Rector, the lawyer and external HR resource. Since the Rector will participate in the proceedings, the Institutions employment committee (The Admissions Committee) will be chaired by an external Board Member, and not the Rector, if the conclusion of the case should involve a breach of *the rules of employment*. Once a case has been finally processed, the Ministry of Education will be informed of the outcome.

### **Action Plan**

As the Ministry of Education is aware that the leadership at the Institution has decided to draw up an action plan for a safe study and working environment. Students and employees were informed of this on 14<sup>th</sup> December 2017.

The aim of this action plan is to further develop the Institution as a safe place to study and to work, to ensure that our systems and procedures are appropriate for detecting and dealing with bullying and harassment. We want to ensure that we have a healthy culture, in both words and actions, which takes clear stance against bullying and harassment. The ambition is also to bring the demanding experiences that Institution is now dealing with to the front in the university and college sector, in relation to this kind of work.

The action plan will contain a number of elements and measures, and will be developed in close cooperation with both students and employees. As part of the plan, a system evaluation will be carried out with the involvement of external advisory expertise .

**The Action Plan will include:**

**Immediate measures**

- Establishment of board to address complaints about harassment and bullying
- Information awareness for employees and students
- establishment of e-mail addresses for student representatives in the Board.
- Implementation of any immediate action needs proposed by students

**Focus on dual roles:**

- mapping and analysis of the staff's other roles in the art field in order to ensure openness and transparency around professional roles and additional part-time employment.
- establishment of a register of additional part-time employment

**System and organizational evaluation**

- Review of the Institutions systems and procedures for receiving and following up notifications, including the establishment of a complaints board
- Proposals for any changes to ensure good and well-functioning systems and procedures for students
- Ensure coordination in line with the Institutions other organizational developments.

**Culture and expertise**

- Leadership and employees must be absolutely clear with regards to zero tolerance for bullying and harassment
- The ethical guidelines should be reviewed and made more readily available to all students and staff, including guest teachers, etc.
- Informing and training of students and employees regarding responsibilities, systems and role understanding.
- Raising awareness to ensure good teaching practice/role play. ref.. Rector's letter on "friendship culture in academia"
- # *spotlight* - campaign to match up to five core values
- # *this is how we want it* - Conference for students and employees

It is natural to see these proposals in connection with the University and High Schools sectors work to ensure zero tolerance for bullying and harassment.