

# Plan against discrimination with rules and policies

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## Equal treatment

We value each individual equally, regardless of:

- Gender
- Transgender identity or expression
- Ethnicity
- Religion or other belief system
- Disability
- Sexual orientation
- Age

Core points:

- According to the Education Act (2010: 800), Chapter 1, section 5, Masugnen's operations shall be structured in accordance with fundamental democratic values and human rights, such as the inviolability of human life, the freedom and integrity of individuals, the equal worth of all human beings, equal opportunities and solidarity between human beings. Everyone working at Masugnen must actively counter all forms of degrading treatment such as bullying and racist behaviour.
- In accordance with the Work Environment Act section 18, the National Board of Occupational Safety and Health dictates, among other things, that the employer needs to plan and organise work so as to prevent victimisation as far as possible and that the employer should make clear that victimisation is not acceptable in the workplace.
- Masugnen's view on humanity and epistemology
  - Masugnen is permeated by the belief that all people can and want to develop.
  - We view all people as equal and treat each other with sensitivity and respect.
  - Our basic philosophy is that adult learning is about building on the experience and knowledge that we all have and that we can learn from each other.
  - Our view of humanity and our epistemological beliefs affect the way we work. We therefore strive to develop our multicultural meeting place, where everyone can affect their learning under their own responsibility.

It is prohibited to mistreat anyone at Masugnen, neither physically nor psychologically. Everyone should respect each other and everyone has the right to feel safe at school. This means that Masugnen's activities are to be free from discrimination, harassment, reprisals, or other offensive treatment.

Each individual at Masugnen has the same rights and are to be treated equally regardless of whether they are female or male, identify as transgender or non-binary, their sexual orientation, which country they hail from (ethnicity), what religion or system of belief they have, their functional ability, or their age. An example of discrimination may be that a person, due to a disability, cannot gain access to the school or that the school does not take into account the particular needs that a person may have in order to participate in the school work.

Offensive treatment means that you cause others to experience something demeaning or degrading towards their person. It is not the act itself that determines whether or not it is offensive, it is that the act is perceived as offensive by the person who is exposed to it.

Everyone at Masugnen is required to pay attention to and intervene against all forms of discrimination, harassment, and offensive treatment. If you or someone else is subjected to abuse, please contact your teacher, headmistress, or other staff.

If you cause distress or otherwise treat somebody offensively you risk being excluded from your studies or your activity.

## **Rules against alcohol, narcotics, and other drugs**

It is prohibited to use alcohol, narcotics, or other drugs at Masugnen. I.e., it is prohibited to be under the influence of alcohol, narcotics or other drugs during studies or other activities. This applies to all students and staff at Masugnen. It is the responsibility of each and every individual to abide by this.

Those who do not follow this will be offered the opportunity of support and help to solve their problems, but will then need to cooperate with the demands made.

If you suspect that someone is under the influence of alcohol, narcotics, or other drugs, please contact your teacher, headmistress, or other staff. The Police will be notified (phone number 114114).

If narcotic or drug use is suspected, you may be required to submit to a drug test. If you are under the influence of alcohol, narcotics, or other drugs, you risk being suspended from your studies or your activity.

Smoking is only allowed in designated areas.

## Rules against cheating

Cheating is prohibited at Masugnen.

This means that you are not allowed to plagiarize / copy, or memorize parts of texts or entire texts or other material, from any other person or from the Internet, for example.

If you have cheated, the teacher cannot correctly assess what you have submitted and you risk losing your place at Masugnen.

- See the Education Act (2010: 800), Chapter 5, section 17.

If you have cheated, the following will happen:

- The teacher calls the student in for a consultation.
- The teacher documents the event and the contents of the consultation.
- The teacher will provide a written statement of the incident to the headmistress responsible.
- The headmistress and the municipal government decide if you have to terminate your studies due to cheating.

If you use a text from the web or from a book you need to reference the source, that is, use quotation marks and note where you received the information and the knowledge in a list of sources.

Please ask your teacher if something is unclear.

## What do we do in cases of suspected discrimination and other degrading treatment, reprisals, drugs or cheating at Masugnen?

Anyone working or studying at Masugnen is required to assist in detecting, intervene against, and report all forms of discrimination, other offensive treatment, reprisals, drugs or cheating.

- a report should be made to the headmistress or the immediate supervisor
- the headmistress or the immediate supervisor conducts an investigation
- if necessary, contact is made with the social services and/or the police
- All actions and contacts are documented and followed up with the headmistress or immediate supervisor.

The form "Underlag för dokumentation" is available at [www.lindesberg.se](http://www.lindesberg.se).

## Responsibilities and activities

All staff must be familiar with Masugnen's equal treatment plan and have a shared direct responsibility for the prevention of discrimination, other degrading treatment, and reprisals. All are to take deliberate action if such situations arise.

The headmistress or supervisor ensures that the participants in our various businesses are aware of the equal treatment plan's content, and allows participants to make suggestions for activities that can prevent discrimination, harassment and degrading treatment.

Each unit is responsible for ensuring that procedures are in place to ensure that the plan is distributed to our participants.

The headmistress or supervisor is responsible for ensuring that the equal treatment plan is being followed and that the staff has a high level of competence in the field.

The administrative director is responsible for ensuring that questions about wellbeing and offensive treatment are always included in and discussed at workplace meetings and in the collaborative group.

The headmistress is responsible for ensuring that the plan is assessed through bi-annual student councils.

Evaluation of the plan takes place annually through the extensive evaluation of Masugnen's operations. Revision of the plan is to take place once per annum.



