

Procedures for notification of censurable conditions for students and employees at Fjellhaug International University College

All employees shall be informed of these procedures.

The right to notify about censurable conditions is part of the freedom of speech and an important resource in Fjellhaug International University College's (FIUC) work towards becoming a better institution of education and workplace.

Employees and hired workers that become aware of censurable condition are encouraged to notify such conditions in accordance with these procedures. The same applies to persons who are hired to carry out work without being employed (see below). If said conditions involve a violation against the law or suspicion of violation against the law, notification is not only a right, but a duty.

What is notification?

Notification means speaking up about censurable conditions at the working place. By working place is meant both the employers undertaking and the undertaking of the hirer.

Censurable conditions means conditions that are in contravention with legal rules, written ethical guidelines in the undertaking or ethical norms on which there is broad agreement in society.

Examples are conditions that may involve

- danger to life or health
- danger to climate or the environment
- corruption or other economic crime
- abuse of authority
- unsatisfactory working or learning environment
- sexual harassment
- bullying and harassment
- breach of personal data security

Statements concerning conditions that only apply to the employee's own employment shall not be regarded as notification unless it is covered by one of the points above. General complaints and cases of appeals are not notifications. Complaints and appeals are processed in accordance with the current laws, regulations and guidelines relevant to such cases at FIUC.

If there is suspicion of dishonesty in academic matters, the case will be treated in accordance with established procedures, as well as treated as a notification of censurable conditions.

Notification is regulated in the Working Environment Act ch. 2 A.

Why is notification encouraged?

Receiving information about censurable conditions in the undertaking enables the employer to resolve the situation.

This ensures that any violations against the law and other censurable conditions are avoided in the undertaking, which in turn may help create a better working and learning environment.

Your information may help FIUC with this, and the right and duty to notify is part of your freedom of speech. We encourage you to notify early once you become aware of the situation. That way, the situation may be resolved before escalating.

Who can notify?

All employees and hired workers¹ can notify.

Persons hired to carry out work without being employed also have the right to notify. This applies to students at institutions whose purpose is teaching or research, persons who for training purposes or in connection with work-oriented measures are placed in the undertaking without being employees, and persons who without being employees participate in labour market schemes.

Who receives the notification?

You may always notify to your immediate manager or others in the undertaking who are responsible for the matters or persons in question. At FIUC you may always notify to the Rector, or to the General Manager at the relevant campus.

A manager receiving a notification is always obligated to take the case further. If the notification does not involve the Rector, the receiver is also obligated to inform him/her of the notification. If you are in doubt about whether you should notify, you should not discuss the matter with a manager, but with someone under a duty of confidentiality, e.g., Studentombud, union representative, or safety representative, or you can contact Arbeidstilsynet for guidance.

You may also notify to the safety representative (verneombud@fjellhaug.no) or to the Learning Environment Committee (LEC; lmu@fjellhaug.no in Oslo/General manager in Copenhagen and Aarhus), who in turn shall follow up the notification to the right person within the undertaking. Students may also contact the Studentombud at studentombudet@fjellhaug.no.

If the information concerns a case that may involve managers in the undertaking, and/or you have not received a response from the person to whom you first notified, you can contact the Chair of the Board Lars Gaute Jøssang on phone number 48 10 38 54 or e-mail larsgaute.jossang@nla.no.

You always have the right to notify relevant cases to the regulatory authorities, such as Arbeidstilsynet, Økokrim or Konkurransetilsynet, but notifiers are encouraged to first attempt to notify internally, as facilitated by FIUC.

How to notify?

You may notify in written form or verbally.

Verbal notifications are made over phone or directly to one of the persons listed in the internal guidelines.

Written notifications are made by mail or e-mail.

Notifications may be made anonymously, but notifiers are encouraged to reveal their identity so that FIUC may investigate the case as thoroughly as possible. This in turn ensures the best results possible.

Anonymous notifications may be made by mail, addressed to whoever you wish to receive the notification or via the online form under Speak up! on the website. See Who receives the notification? above.

If you make a notification, your name will be confidential to a limited number of people within the undertaking processing the case.

¹ E.g., teachers paid on an hourly basis.

What should the notification contain?

Name of the notifier (may also be anonymous)

Workplace/place of study (may be anonymous)

Date for the notification

Time of the incident or observation (any relevant date or hour)

Concrete description of the incident/observation

Place of the incident/observation

Witnesses

Knowledge of previous cases involving the person(s) in question.

Following up notifications

Notifications shall be processed in accordance with the principles for case processing of notifications at FIUC.

The person receiving the notification shall follow up on and thoroughly investigate the claims. Measures to correct or resolve the conditions shall be taken as soon as possible.

In the case that FIUC knows your (the notifier's) identity, you shall always receive a response with information regarding the case processing and routines for following up notifications as soon as possible.

When the claims of the notification are investigated, you will normally be interviewed by the person responsible for the follow-up. The purpose of the interview is to clarify or get further details regarding the claims, get names of other persons that may provide information regarding the case, and secure any relevant documentation. The person being reported will also be interviewed separately. If necessary, the immediate manager or others that may contribute with information, will be interviewed. However, the employer shall not involve more persons than necessary.

As far as possible, you shall also receive response regarding the results of the case.

If investigations have revealed no censurable conditions, you will also receive response about that.

If investigations have indeed revealed censurable conditions, it may have consequences for person reported.

Notification regarding censurable conditions linked to named persons is considered personal data and shall be processed in accordance with the regulations given in the Personal Data Act.

The Board shall be informed annually of the number of notification cases.

The consideration of the reported person

The person being reported shall be informed of the content of the notification so that he or she may give their own version of events.

The identity of the notifier shall not be made known to persons beyond that which is absolutely necessary for the processing of the case.

Safety of the notifier

The notifier is protected against retaliation from employer or hirer following the report.

By retaliation is meant any unfavourable act, practice or omission that is a consequence of or a reaction to the fact that the employee has filed a report. Examples of retaliation are warnings, suspensions, arbitrary discrimination, harassment, change of duties, demotion etc.

If you nevertheless experience retaliation, you must immediately contact Lars Gaute Jøssang on phone number 48 10 38 54 or e-mail larsgaute.jossang@nla.no. The Chair of the Board shall follow up as soon as possible.

Prepared in collaboration with safety representative and hearing at FIUC-AAR, FIUC-CPH and LEC-OSL.

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Contact persons and their contact information may be updated without further processing by the Board.