

PROCEDURE FOR COUNTERACTING DISCRIMINATION AND HARASSMENT

§ 1

General principles

1. The "Procedure for counteracting discrimination and harassment" defines the rules for counteracting discrimination and harassment at the Poznan University of Technology.
2. The purpose of introducing the procedure is to support activities aimed at counteracting various manifestations of discrimination and harassment at the University, and to protect members of the academic community in cases of these phenomena.

§ 2

Definition of terms used in the document

Whenever the ordinance mentions:

- 1) procedure — it is understood as a set of rules specifying the course of action to counteract manifestations of discrimination and harassment and the course of action in case of such events occurring;
- 2) discrimination — it means any unequal treatment of a person in terms of establishing and terminating an employment relationship, terms of employment, promotion, access to improving professional qualifications and teaching in a situation comparable to another person, where the basis for unequal treatment may be at least one of the following features: race, nationality, ethnic origin, religion, psychosexual orientation, gender, age, disability, political beliefs, trade union membership;
- 3) harassment — it is understood as undesirable behaviour whose purpose or effect is to violate the dignity of an employee and to create an intimidating, hostile, degrading, humiliating or offensive atmosphere;
- 4) University — it is understood as the Poznan University of Technology;
- 5) Equality Ombudsman — it means a person appointed by the Rector to receive and consider complaints about discrimination and harassment, and to counteract and prevent the above-mentioned phenomena under the principles set out in this procedure;
- 6) employee — it means a person employed at the Poznan University of Technology on the basis of an employment relationship, regardless of the basis of employment (employment contract, nomination, appointment, election) or carrying out work for the University on the basis of a civil law contract;
- 7) PhD student — this means a participant of doctoral studies, a person studying at the Doctoral School, or any other person who has initiated a doctoral program or is in the course of doctoral proceedings at the University;
- 8) student — this means a person studying at the University for first-cycle, second-cycle, long-cycle master's or postgraduate studies;
- 9) organisational unit— this means a faculty or other organisational division of the University.

§ 3

Entities established to counteract discrimination and harassment

1. In order to counteract discrimination and harassment and their effects, an Equality Ombudsman is appointed at the Poznan University of Technology.
2. The Equality Ombudsman is appointed and dismissed by the Rector for the duration of his term of office.
3. The tasks of the Equality Ombudsman include, in particular:
 - 1) receiving and investigating complaints of discrimination and harassment;
 - 2) collecting data on instances of discrimination and harassment;
 - 3) collecting information on good practices related to counteracting discrimination;
 - 4) supporting the development of an atmosphere of equality and respect for equality.
4. In performing the tasks specified in section 3, the Equality Ombudsman is supported by the Equality Office.
5. Other activities related to ensuring equality (including, but not limited to, receiving and implementing applications for assistance in ensuring equal treatment, organizing training, implementing activities included in the Gender Equality Plan) are carried out by the Equality Office in cooperation with the Equality Ombudsman.

§ 4

Proceedings in cases of discrimination and harassment

1. Any person who feels subjected to discriminatory actions or harassment in connection with employment or education at the Poznan University of Technology may submit a complaint in writing to the Equality Ombudsman via the Equality Office or via a dedicated application. The complaint must include:
 - 1) indication of the person affected by discrimination,
 - 2) identification of the person committing the reported behaviour,
 - 3) description of the behaviour and the circumstances surrounding it,
 - 4) signature of the reporting person.
2. The Equality Ombudsman initially examines the report and, if necessary, immediately conducts an interview with the reporting person. After investigating the matter, the Equality Ombudsman takes further action:
 - 1) after determining that the circumstances indicating the possibility of discrimination or harassment have been substantiated, immediately refers the case to the Rector, who makes the final decision on how to resolve the case. The Rector takes actions aimed at eliminating identified irregularities, including those related to liability for the discrimination or harassment, as well as to provide assistance and support to the injured person..
 - 2) if the circumstances do not justify the occurrence of discrimination, the Equality Ombudsman may:
 - a) refer the matter to the Rector for an amicable resolution of the dispute,
 - b) consider the report unjustified.
3. Students, PhD students and employees of the Poznan University of Technology are entitled to submit a complaint. Anonymous reports will not be taken further. Personal data contained in the complaint will not be made available to persons not involved in the process of its investigation.
4. The complaint should be submitted within 3 months of the event or the last of the series of events that are the subject of the complaint.

5. All organisational units of the University (in particular the Equality Office, the Legal Advisory Group, the Human Resources Office, the Education and Student Affairs Office) are obliged to immediately provide information to the Equality Ombudsman in the process of clarifying complaints.
6. In case of doubts as to the assessment of a specific case, the Equality Ombudsman may seek advice from experts, in particular from a legal advisor or psychologist.

§ 5

Consequences of issuing an opinion on the occurrence of discrimination or harassment

1. If an opinion is issued stating that discrimination or harassment has occurred:
 - 1) the injured student or PhD student may apply to the appropriate head of the teaching unit for changes in the course of studies, in particular a change of class group or a change of examiner, so as to avoid further contact with the accused academic teacher;
 - 2) the injured employee may request the head of the organisational unit to change the management method or change the place of work in order to avoid contact with the perpetrator of discrimination.
 - 3) the injured PhD student may apply to the director of the Doctoral School or the head of doctoral studies for a change in the course of studies, a change in the management method or a change in the place of work, so as to avoid contact with the perpetrator of discrimination.
2. If technically and administratively possible, the head of the organisational unit, the director of the Doctoral School or the head of doctoral studies shall approve the submitted application. If the perpetrator of discrimination is the head of an organisational unit, the director of the Doctoral School or the head of a doctoral study, the application is submitted directly to the Rector. The application may also be submitted to the Rector in a situation where there is a justified suspicion of a conflict of interest in a given matter.