



Politechnika

Wrocławska

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THE PROCEDURE FOR HANDLING A REPORT  
OF DISCRIMINATION AT WROCŁAW  
UNIVERSITY OF SCIENCE AND TECHNOLOGY

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1. This procedure serves to protect members of the academic community of Wrocław University of Science and Technology from discriminatory practices as well as to shape standards of equal treatment.

2. Defined herein are the rules on the procedure to be followed in the event of a report of discrimination (including sexual harassment) at Wrocław University of Science and Technology.

3. Definitions:

1. Anti-discrimination procedure, hereinafter referred to as "the procedure" – a set of rules setting out how to handle reports of discrimination.

2. Discrimination – unequal treatment of individuals, in particular on the grounds of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, denomination, sexual orientation, parenthood, appearance, including harassment (also sexual harassment).

3. Anti-Discrimination Committee, hereinafter referred to as "the Committee" – a collegiate body established to handle reports of discrimination.

4. Reporting person – anyone who has made a report concerning the occurrence of an incident of discrimination at Wrocław University of Science and Technology.

5. Person indicated in the report – the person alleged in the report to have engaged in discriminatory behaviour.

6. University community – persons studying, including those on doctoral programmes, and working at Wrocław University of Science and Technology, including those employed under an employment relationship or providing services to the University under a civil law contract.

4. General rules

In order to prevent discrimination at Wrocław University of Science and Technology, the Rector establishes a Committee comprising 7-11 persons and appoints its chairperson. The term of office of the Committee shall commence on October 1 following the election of the Rector and shall continue until the end of the Rector's term of office. The composition of the Committee should be well-balanced in terms of gender representation. In the event the Committee is appointed during the Rector's term of office, its term of office shall end at the end of the Rector's term of office. Until a new Committee is appointed, the duties of the Committee shall be performed by the Committee in its current composition. In addition to the Plenipotentiary for Anti-Discrimination, the Committee shall be composed of persons with knowledge and professional experience in the area of discrimination. The mandate of a member of the Committee shall expire upon their resignation or termination of employment with the University.

4.1 The tasks of the Committee shall include the following: receiving reports of cases of discrimination, conducting proceedings and drawing up opinions thereon, formulating recommendations on standards of equal treatment and anti-discrimination, and developing guidelines on good practice in applying standards of equal treatment.

4.2 Proceedings before the Committee shall be conducted based on the principle of confidentiality and respect for the privacy of persons affected or likely to be affected.

All persons acting in a case involving a report of discrimination shall be required to maintain confidentiality with respect to anything they learn in connection with the proceedings. The rules of personal data protection for Wrocław University of Science and Technology are set out in the "Privacy Policy of Wrocław University of Science and Technology".

4.3 A report of discrimination can be made by any member of the academic community of Wrocław University of Science and Technology, regardless of the type of their employment relationship or degree, or type of degree programme.

4.4 Reporting a case of discrimination at Wrocław University of Science and Technology shall not be the reason for unfavourable treatment, nor shall it lead to any negative consequences, in particular with regard to the employment relationship.

4.5 A case of discrimination can be reported to the Committee in any way, i.e.: in writing, also using electronic communication tools, by phone, or orally. A report made directly to the Plenipotentiary for Anti-Discrimination shall be forwarded to the Chairperson of the Committee. An oral report may be received by a person appointed to handle such tasks by the Plenipotentiary for Anti-Discrimination who, after writing down the contents of the report, shall read it to the Reporting Person.

4.6 Anonymous reports shall only be considered if the information included in such a report makes this possible. In other cases, they shall remain unprocessed.

4.7 Cases of unequal treatment which do not meet the criteria of discrimination or other types of complaints shall be referred, if necessary, to the competent authorities in accordance with specific applicable rules.

4.8 Cases in which only bullying is alleged shall be handled in accordance with Internal Directive ZW 88/2015. If such an allegation comes to the attention of the Committee or is made through explanatory proceedings conducted by the Committee, the Committee shall inform the Reporting Person of the existence of a separate procedure and indicate the authority to which they should report the case or, if the report is made in writing, forward the report to the competent authority.

4.9 Only reports of events that occurred no more than 18 months before the reporting date shall be considered. A report cannot be made later than 3 months after the cessation of the legal relationship between the Reporting Person and Wrocław University of Science and Technology.

## 5. The procedure for handling reports.

### 5.1 Initial activities

- a Reports of discrimination shall be received by the person appointed by the Plenipotentiary for Anti-Discrimination providing administrative support for the procedure. The persons comprising the Committee shall also be entitled to receive reports.
- b The person receiving a report shall initially qualify it, confirm its receipt to the Reporting Person, and inform them of the further course of action. If the report does not contain a clearly stated allegation or if it contains unclear or incomprehensible information, the Reporting Person shall be informed that the content of the report must be completed and instructed that further proceedings shall be conducted only after the missing or incomplete information has been

provided.

- c Reports in which the case of discrimination in question has not been substantiated, in particular those which do not contain intelligible information on the allegation, the identity of the person discriminated against, or the group of persons discriminated against, and the person indicated in the report shall remain unprocessed.
- d The person accepting the report, after its initial qualification, shall immediately forward it to the Plenipotentiary for Anti-Discrimination in order to initiate the proceedings referred to in sec. 5.2

## 5.2 Proceedings before the Committee

- a Upon receipt of a report, the Chairperson of the Committee shall appoint members of the Committee to investigate the case and, if several members are selected, shall also appoint its chairperson. In complex cases, a legal counsel from the Legal Department of Wrocław University of Science and Technology shall be appointed to the Committee; If a report concerns a member of the Committee, that person shall not be appointed to consider or investigate reports until the matter has been clarified;
- b In the event of a conflict of interest between a member of the Committee and the Reporting Person or the person indicated in the report, the member of the Committee shall be excluded from participation in the proceedings concerning such report.
- c The person indicated in the report shall be informed in writing or by e-mail of the opening of proceedings before the Committee, which shall set out the allegations against them and a caution with respect to the prohibition on retaliation.
- d The person indicated in the report shall be obliged to provide the Committee entrusted with the investigation of the case with all information and explanations to an extent stemming from the report.
- e The appointed members of the Committee shall take steps to resolve the case, and in particular may summon the Reporting Person and the Person indicated in the report, as well as persons indicated as witnesses to the case of discrimination. The Committee shall hear the persons summoned and may put questions to them.
- f At the request of the appointed members of the Committee, employees shall provide information and access to documents relating to the proceedings in progress.

## 5.3 Conclusion of the proceedings before the Committee

- a After the proceedings have been concluded, the Committee shall communicate its opinion on the events being the subject of the inquiry to the persons involved in it;
- b The Committee may recommend educational measures, including mandatory participation in anti-discrimination workshops or training, as well as remedial measures, such as psychological support, transfer of the employee involved, or transfer of the student involved to another group. Where justified, the Committee may refer the case to the Disciplinary Proceedings Representative;
- c Proceedings before the Committee should be concluded within 3 months of



- receipt of a complete report;
- d There shall be no appeal against the opinion of the Committee.