

## **Anti-mobbing and discrimination regulations at the Institute of Mathematics Polish Academy of Sciences.**

### **I. General provisions**

1. Institute of Mathematics Polish Academy of Sciences, hereinafter referred to as “Institute” or “IM PAN”, conducts an internal anti-mobbing and discrimination policy by implementing the provisions of an Article 94 of the Labour Code.
2. Anti-mobbing procedure aims to, in particular:
  - Counteracting mobbing,
  - Undertaking intervention activities and eliminating the effects of mobbing and harassment,
  - Firming positive relations between employees and postgraduate students.

### **II. Definitions**

1. The employer – Institute of Mathematics Polish Academy of Sciences
2. The employee – A person whose employment is based on any type of contract
3. Postgraduate student – A person attending PhD studies led by The Institute or doctoral school co-led by The Institute.
4. Work/education place – The building of the Institute of Mathematics at 8 Śniadeckich St, Warsaw and its branches in Krakow, Gdansk, Katowice, Poznan, Wroclaw and Torun.
5. Mobbing – Actions or behaviour concerning the employee or targeted against him/her, consisting in persistent and long-term harassment or intimidation of the employee, causing a decrease in professional suitability, aiming to humiliate, isolate or eliminate from the team.
6. Discrimination – Illegal deprivation or limitation of rights resulting from employment activities or unfair treatment of employees and Phd students due to their sex, age, disability, nationality, race, beliefs, political views as well as on the type of employment.
7. Explanatory Commission – A body appointed by the Director of the Institute to examine all mobbing or discrimination complaints.

### **III. Mobbing prevention policy, duties of the employer and employees**

1. The employer is obliged to take all legal measures to prevent mobbing and discrimination at the workplace.
2. The employer is obliged to treat all employees and PhD students respectfully.
3. The employer monitors the practical use of anti-mobbing procedures.
4. The employer appoints the Ethics Adviser whose work is to provide support to all employees and PhD students in resolving work/study related conflicts, including conflicts with the supervisor. In such cases, employees / PhD students may turn to the Adviser with doubts and problems instead of or before submitting a complaint to the employer.
5. The duties of employees / PhD students include:
  - 1) respecting the dignity and personal rights of all employees/students
  - 2) applying the principles of social co-existence and kindness that lead to maintaining well-

being and mental health

3) informing the employer about any signs of mobbing noticed in the workplace, but also about situations that may indicate discrimination or conflict between employees/students.

4) active participation in 'mobbing training' organized by the employer, as well compliance with the rules set out in the anti-mobbing regulations.

#### **IV. The procedure to be followed in the event of mobbing or discrimination at the Institute of Mathematics of the Polish Academy of Sciences**

1. An employee / PhD student who experiences mobbing acts or behavior, has the right to inform the Employer about them, in a written complaint.

2. The complaint, referred in paragraph 1, should contain a presentation of the facts, what specific actions or behavior of supervisors or co-workers are mobbing / discrimination in the opinion of the employee; argumentation in support of the circumstances described, together with the indication of witnesses and perpetrators of mobbing. The complaint should also be signed and dated.

3. Anonymous or unsigned complaint of an employee / PhD student will not be checked and examined.

4. The Director appoints the Explanatory Commission and submit complaint for consideration within 7 days after receiving the complaint.

5. The Explanatory Commission is an impartial collective body and consists of 5 members. The Commission consists of:

- employer's representative,
- a representative of scientific staff, a representative of non-scientific staff or a representative of PhD students - depending on which group the complainant belongs to,
- a person appointed by the complainant, employed at the Institute or being a PhD student,
- Legal Counsel,
- a representative of the Human Resources Department.

6. The complainant or any person indicated in it as the perpetrator of mobbing / discrimination cannot be a member of the commission.

7. The purpose of the commission's work is to present the results of the proceedings, including findings and recommendations regarding the case, to the Institute's director.

8. The commission shall commence proceedings immediately after its establishment.

9. The Commission has the right to interview the complainant, the perpetrator of mobbing/discrimination, the witnesses indicated by the parties, as well as to appoint witnesses not indicated by the parties on their own initiative, and accept written statements from them.

10. Parties - that is the complainant and the person or persons accused of mobbing / discrimination have the right to free expression in the proceedings conducted by the Commission.

11. The proceedings before the Commission are confidential. The committee consider the complaint in accordance with the principles of impartiality and is obliged to keep in secrecy all information obtained in the proceedings. Information in the documentation of the Commission is a subject to protection provided by the Data Protection Law.

12. Protocol of the meeting of the Commission must be signed by all of its members participating in the meeting.

13. After hearing the complainant, the person accused of mobbing and any witnesses, and after examining all the evidence gathered, the Commission assesses the merits of the complaint. The assessment, together with the conclusions and proposals of necessary actions, made in writing, is submitted by the Commission to the Institute's Director. The committee takes its decisions by simple majority of votes.

14. The employer analyzes the materials presented by the Commission and in the case of identifying mobbing or discriminatory behavior undertakes actions aimed to eliminate the irregularities and to prevent its repetition in the future.

15. If the complaint is justified, the Director of the Institute may warn or reprimand the person accused of mobbing and change the employment relationship in the manner provided in the Labor Code.

16. In serious cases of mobbing, the employer may terminate the employment

17. If possible, the employer may move the employee who suffered mobbing to another job position.

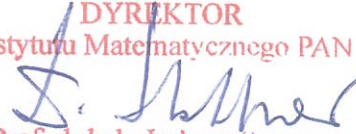
18. Unsubstantiated mobbing slander is prohibited and constitute a violation of basic employee obligations, which may be the basis for the employer's application of sanctions provided for in labor law, in particular punishment or termination of employment contract.

## **V. Final provisions**

1. These Regulations, and the principles of ethics are to be respected by all employees / PhD students of the Institute of Mathematics of the Polish Academy of Sciences, without exception.

2. These Regulations are distributed by the employer among employees in a manner adopted at the Institute, i.e. by displaying it on the notice board and on the IMPAN website.

3. The employer makes the Human Resources department responsible for establishing that employees are familiar with this Procedure and for obtaining a declaration from each employee, with a date and a personal signature,. These declarations should be kept by the Employer.

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