

# Rules of Procedure in Cases of Reported Discrimination

## § 1. Scope of Application (Subjective and Objective)

1. The procedure is intended to protect members of the academic community of the University from discriminatory practices and to establish standards for equal treatment.
2. The procedure sets out the rules of conduct in the event of a report concerning discrimination at the University.

## § 2. Definitions of Terms Used Whenever the ordinance refers to:

1. **anti-discrimination procedure** – it means the set of principles governing actions aimed at counteracting manifestations of discrimination and the procedure to be followed in the event of such incidents;
2. **discrimination** – it means unequal treatment of persons, for example on grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, denomination, sexual orientation, parenthood, appearance, as well as harassment;
3. **sexual harassment** – it means unwanted conduct of a sexual nature that violates the dignity of the person affected or creates an intimidating, hostile, degrading, humiliating or offensive environment;
4. **Team** – it means the Equality Policy Team appointed pursuant to Ordinance No. 9/2022 of the Rector of the Maritime University of Szczecin of 24 January 2022;
5. **Commission** – it means the anti-discrimination commission appointed from among the members of the Equality Policy Team;
6. **academic community** – it means persons studying, including doctoral students and participants of the Doctoral School, as well as persons working at the University, including those employed under an employment relationship or providing services to the University under a civil law contract;
7. **retaliatory action** – it means any direct or indirect action or omission related to a report of irregularity, the purpose or effect of which is to worsen the situation of the person making the report.

## § 3. Reporting an Incident

1. A report of discrimination may be submitted by any member of the University's academic community who feels subjected to discriminatory treatment or who has witnessed such conduct.
2. Submitting a report of discrimination may not serve as grounds for unfavourable treatment and may not give rise to any retaliatory actions.
3. A report of discrimination may be submitted:
  1. by e-mail to: [equalmus@am.szczecin.pl](mailto:equalmus@am.szczecin.pl) or

2. in paper form via the correspondence box No. 66 EqualMUS, located in the main University building on the ground floor next to room 61.
4. When reporting a case of discrimination, the form available on the University's website may be used.
5. All reports submitted in the above-mentioned forms are received by the Rector's Plenipotentiary for Equality. Members of the Team are also authorised to receive reports.
6. Anonymous reports will not be considered.
7. The person receiving the report confirms receipt to the reporting person and forwards it to the Chair of the Team.
8. If the report does not clearly state an allegation, or contains unclear or incomprehensible information, the person receiving the report informs the reporting person of the need to supplement the content of the report, with a notice that further proceedings will only take place after the deficiencies have been remedied.

#### **§ 4. Conduct of the Explanatory Proceedings**

1. Upon receipt of the report, the Chair of the Team appoints a three-member Commission from among the Team members to investigate the case.
2. If the report concerns:
  1. discrimination against a student or doctoral student,
  2. discrimination committed by a student or doctoral student, the Commission shall always include, in addition to Team members, a representative of the respective Student Self-Government or Doctoral Students Self-Government, indicated by the relevant self-government body.
3. In cases of greater complexity, a psychologist or the University's legal counsel may also be appointed as an additional member of the Commission.
4. Members of the Commission in a given case may not be persons in a subordinate employment relationship, another direct hierarchical relationship or other relationships (e.g. family ties) with the discriminating person, the discriminated person or another reporting person.
5. The Commission's consideration of cases shall be guided by the principles of ethics, promptness, confidentiality and impartiality.
6. Termination of employment or completion of studies by the reporting person shall not suspend the explanatory proceedings.
7. The Commission, after analysing the received documentation and obtained information, takes steps to clarify the matter.
8. The person identified in the report as the discriminating party shall receive in writing or electronically information on the initiation of proceedings by the Commission, including the content of the allegations and a notice of the prohibition of retaliatory actions.

9. Persons summoned by the Commission in the capacity of parties (discriminated person, discriminating person) or witnesses are obliged to provide the Commission with all information and explanations concerning the subject matter of the report.
10. The Commission's work concludes with a determination of whether an act of discrimination has occurred and identification of the perpetrator. The Commission prepares a report on the explanatory proceedings containing final conclusions, recommendations and guidelines.

## **§ 5. Remedial Measures and Sanctions**

1. The Chair of the Commission transmits the report on the explanatory proceedings:
  1. to the Team – for supervision and control purposes,
  2. to the head of the organisational unit competent for the discriminating person or to another appropriate person if there is a conflict of interest in the given case (including where the head of the unit is the discriminating person) – hereinafter referred to as the Decision-Maker – in order to take remedial measures and impose possible legal consequences.
2. The Decision-Maker shall:
  1. within no more than 21 days from receipt of the case, submit in writing to the Rector – via the Chair of the Team – a planned set of remedial measures and sanctions, taking into account the Commission's final conclusions, recommendations and guidelines;
  2. implement the planned remedial measures and impose any legal consequences on the discriminating person;
  3. monitor the effectiveness of the remedial measures and imposed sanctions and, 6 months after the report was received, submit to the Rector – via the Chair of the Team – a written report on the effects of those measures.