



INTERNAL ANTI-MOBING POLICY AT THE INSTITUTE OF SYSTEMATICS AND EVOLUTION OF ANIMALS POLISH ACADEMY OF SCIENCES

I. GENERAL PROVISIONS TERMINOLOGY

§ 1.

- Anti-Mobbing Policy (AMP) at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS) establishes rules preventing mobbing and discriminatory behavior (including sexual harassment) in the workplace (94[3], 55 section 1[1] Act of 26 June 1974 Labour Code).
- Each employee and doctoral student is obliged to read the AMP and submit a statement (appendix 1 or 2) to the Personnel Department. The signed statement is attached by the employer to the personal files of the employee and doctoral student.
- Any manifestations of mobbing, discrimination or harassment at ISEA PAS will not be accepted by the employer.

§ 2.

TERMINOLOGY

Mobbing – actions or behaviors of a supervisor or co-worker directed against an employee or co-worker, consisting in persistent and prolonged harassment or intimidation, causing an underestimated self-esteem of professional suitability, causing or intended to humiliate or ridicule, isolate or eliminate employees from the team (hereinafter the event).

Discrimination – direct discrimination (treatment in a comparable situation less favourably than others) or indirect discrimination (apparently neutral actions that create unfavourable disproportions or a particularly unfavourable situation for individuals or groups), in particular on the basis of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, as well as on the basis of the duration of employment, working time (hereinafter the event).

Harassment, including sexual harassment – form of discrimination manifested by undesirable conduct, including undesirable behaviour of a sexual or gender-related nature, the purpose or effect of which is to violate the dignity of the person, in particular, creating an atmosphere that is intimidating, hostile, degrading, humiliating or derogatory towards that person. This behavior may consist of physical, verbal or nonverbal elements (hereinafter the event).

Employer – Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS), represented by the director of the Institute.

Employee – person in employment relationship with ISEA PAS.

Doctoral student – a person performing work related to a doctoral dissertation at ISEA PAS.

Anti-mobbing Commission – collegiate body appointed by the director of ISEA PAS consisting of from a representative of employees, employee of the employee affairs and payroll department and a lawyer of the Institute, whose task is to deal with complaints regarding mobbing and discrimination submitted by employees of ISEA PAS (hereinafter referred to as the Commission).

Plenipotentiary for equal treatment – a person appointed on the basis of the order of the director,



whose tasks include, among others, activities for ISEA PAS employees exposed to unequal treatment (hereinafter referred to as the Plenipotentiary).

Parties to the proceedings – the person who lodged the complaint, the person indicated in the complaint as the victim and the person suspected of having committed mobbing or discrimination.

II. OBJECTIVE OF THE INTERNAL ANTI-MOBGING POLICY (AMP)

§ 3.

1. The priority goal of introducing WPA is to support activities conducive to building positive relations among employees and doctoral students at ISEA PAS.
2. Employees and doctoral students are obliged to respect the dignity and personal rights of all persons working at ISEA PAS.
3. Employees and doctoral students are obliged to apply the principles of social coexistence in mutual relations and kindness and courtesy guaranteeing order and maintaining well-being and mental health among colleagues.
4. The use of mobbing, discrimination or harassment by employees and doctoral students of ISEA PAS constitutes a violation of basic employee obligations and may be the basis for the employer to apply sanctions provided for in the provisions of the Labor Code, in particular, the application of ordinance penalties or termination of an employment contract.

III. PROCEDURE

§ 4.

1. Any employee and doctoral student of ISEA PAS who considers that he or she has been subjected to mobbing, discriminatory or harassment activities or behaviors has the right to lodge a complaint with the employer or to the plenipotentiary.
2. The complaint should be made in writing, on paper or electronically, dated and signed by the employee or doctoral student making the complaint and addressed directly to the employer or to the plenipotentiary.
3. The complaint should include:
 - a) an indication of the specific actions and behaviors recognized by the employee or doctoral student for the manifestation of mobbing, discrimination or harassment supported by a description of specific situations in which they took place;
 - b) an indication of the period during which the reported activities or behaviour took place;
 - c) an indication of the employee or doctoral student blamed for the use of the above-mentioned activities and behaviors;
 - d) an indication of possible witnesses to the above-mentioned activities or behaviours;
 - e) an indication of possible other evidence that confirms the existence of the above-mentioned activities or behaviors.
4. Anonymous submissions will not be accepted or considered.
5. Unsubstantiated harassment is prohibited and constitutes a violation of basic employee obligations, which may be the basis for the employer to apply sanctions provided for in the provisions of the Labour Code, in particular, the application of ordinance penalties or termination of an employment contract.

§ 5.

1. A complaint submitted to the Plenipotentiary shall be immediately forwarded to the employer.



2. The employer, after receiving the complaint within 3 working days of its receipt at the latest, submits it to the Anti-Mobbing Commission, which is to clarify whether the complaint is justified.
3. Where a member of the Commission is a party to the proceedings or absent, a reserve member of the Commission shall be appointed by the employer.
4. Each time, the members of the Commission elect the President of the Commission from among themselves. The task of the President is to organise the smooth operation of the Commission, to contact the employer, the parties to the proceedings, any witnesses in matters related to the organisation of the Commission's work.
5. The Commission shall, within 30 working days of receipt of the complaint from the employer, examine the documents provided, decide on the case and the merits of the complaint and forward the findings to the employer. It is possible to extend the duration of the Commission's work to a total of 60 working days for cases requiring more witnesses to be heard or where the Commission's work cannot be completed for reasons beyond the control of the Commission's members.
6. In the course of its work, the Commission shall interview each party to the proceedings concerning the complaint lodged. The Commission may hold a joint interview with the parties to the proceedings to clarify ambiguities and inaccuracies in the complaint.
7. If witnesses need to be heard during the proceedings, the Commission shall invite them to a meeting. The witness signs a commitment to keep all facts secret and the circumstances which he became familiar with during the proceedings.
8. The Commission shall deal with the complaint in an objective manner in accordance with the principles of impartiality.
9. The members of the Commission shall be required to maintain confidentiality as regards all information and complete documentation relating to the proceedings.
10. The Commission shall draw up a report on the proceedings and forward it to the employer together with the recommended decision of the case and justification.
11. The justification for the resolution of the case should include indications from the Commission on the follow-up of the case.

§ 6.

1. The employer shall take appropriate steps to resolve the event, taking into account the nature of the event, its circumstances and the indications of the actions submitted by the Commission.
2. The employer, on the basis of the collected evidence, may apply to the perpetrator or perpetrators admonition, reprimand and change the employment relationship in the manner provided the Labour Code.
3. In extreme cases, the Employer may terminate the employment relationship with the perpetrator or perpetrators without notice.
4. The time provided for the employer to take appropriate steps towards the offender or the perpetrators may not be longer than 30 days.

IV. FINAL PROVISIONS

§ 7.

1. Due to the nature and specificity of events, the Anti-Mobbing Commission does not make the protocol available to any witnesses of the event.
2. The parties to the proceedings have an insight into the protocol with the anonymity of the witnesses of the incident.
3. The parties to the proceedings shall become familiar with the reasons for the decision in the case.



4. All sensitive data contained in the documents are subject to the protection of personal data on the basis of the personal data protection act of 10 May 2018.

§ 8.

Despite the procedures carried out and the application of corrective measures, the parties to the proceedings have the right to pursue their claims in court.

§ 9.

This Internal Anti-Mobbing Policy at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences comes into force on **19.06.2024**.

Director of the ISEA PAS

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OŚWIADCZENIE ¹

Ja niżej podpisany/a

.....
zatrudniony/a w Instytucie Systematyki i Ewolucji Zwierząt Polskiej Akademii Nauk oświadczam, że zapoznałem/am się z Wewnętrzną Polityką Antymobbingową w Instytucie Systematyki i Ewolucji Zwierząt Polskiej Akademii Nauk i zobowiązuję się do przestrzegania jej postanowień.

Kraków, dnia

.....
(czytelny podpis Pracownika)

¹In accordance with the obligation arising from art. 5 sec. 2 and art. 7 sec. 1 point 2 and sec. 3 of the Act of 7 October 1999 on the Polish language (consolidated text: Journal of Laws of 2024, item 1556), the Polish language is used to submit applications and other documents to entities performing public tasks in the territory of the Republic of Poland, as well as declarations related to the implementation of Labour law provisions.



OŚWIADCZENIE²

Ja niżej podpisany/a

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realizujący/a rozprawę doktorską w Instytucie Systematyki i Ewolucji Zwierząt Polskiej Akademii Nauk oświadczam, że zapoznałem/am się z Wewnętrzną Polityką Antymobbingową w Instytucie Systematyki i Ewolucji Zwierząt Polskiej Akademii Nauk i zobowiązuję się do przestrzegania jej postanowień.

Kraków, dnia

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(czytelny podpis Doktoranta)

²In accordance with the obligation arising from art. 5 sec. 2 and art. 7 sec. 1 point 2 and sec. 3 of the Act of 7 October 1999 on the Polish language (consolidated text: Journal of Laws of 2024, item 1556), the Polish language is used to submit applications and other documents to entities performing public tasks in the territory of the Republic of Poland, as well as declarations related to the implementation of Labour law provisions.