

Internal Anti-Mobbing Policy at the Institute of Physics of the Polish Academy of Sciences dated 21 February 2017.

General provisions

(1) The purpose of establishing the Internal Anti-Mobbing Policy at the Institute of Physics of the Polish Academy of Sciences is to counteract the phenomenon of mobbing.

(2) Whenever the Internal Anti-Mobbing Policy refers to:

(a) mobbing: it shall be understood as actions or behaviours concerning an employee or directed against an employee, consisting of persistent and prolonged harassment or intimidation of an employee, causing the employee's appraisal of his/her professional usefulness to be lowered, causing or intended to cause humiliation or ridicule of an employee, isolating him/her or eliminating him/her from the team of co-workers;

(b) Anti-Harassment Committee, hereinafter referred to as 'the Committee': shall mean the collegiate body appointed by the Director of the Institute to investigate complaints of harassment;

c) employee: it is understood to mean a person in an employment relationship with the Institute of Physics of the Polish Academy of Sciences or a doctoral student who is a student of the International Doctoral Studies of the IF PAN.

2 Purpose of the Internal Anti-Bullying Policy 1.

(1) The priority objective of the introduction of the Internal Anti-Bullying Policy is to support actions conducive to building positive relations between employees at the Institute of Physics PAS.

(2) The Institute of Physics PAS shall endeavour to ensure that the working environment is free of bullying and other forms of violence, both by superiors and other employees.

(3) There is no acceptance of mobbing or any other form of psychological violence at the Institute of Physics PAN.

(4) Employees are obliged to refrain from actions bearing the characteristics of mobbing and to prevent its use by others.

(5) The creation of situations that encourage bullying or the use of bullying may be considered a breach of fundamental labour obligations.

3 Anti-Mobbing Procedures

(1) An employee who considers that he/she has been subjected to mobbing may report the fact in writing in the form of a complaint directly without the official route to the Director of the Institute of Physics PAS or one of his/her deputies.

(2) The complaint should include a statement of the facts, evidence to support the circumstances cited and identification of the perpetrator(s) of the harassment. The aggrieved person should sign the complaint in his/her own hand and date it.

(3) A five-member Anti-Harassment Committee, each time appointed by the Director of the Institute of Physics PAS, shall conduct the proceedings of a complaint of harassment.

(4) If the complaint concerns the Director of the Institute, the composition of the Commission is determined by the Presidium of the Scientific Council of the Institute of Physics PAN.

(5) The member of the Commission cannot be the person who is the subject of the complaint of harassment or the head of the organisational unit in which the complaining employee is employed.

(6) The Commission shall commence proceedings within 7 working days from the date of appointment.

(7) The proceedings before the Commission shall be confidential.

(8) After hearing the complainant and the staff member accused of bullying and any witnesses, and after considering the evidence submitted by them, the Commission shall assess the merits of the complaint and forward its assessment, together with its conclusions and any recommendations for necessary action, to the Director of the Institute.

(9) All documents of the meetings of the Commission shall be presented for inspection to those who are parties to the proceedings.

(10) If the complaint is found to be justified, the Director of the Institute shall initiate disciplinary proceedings against the person accused of bullying and shall take measures to eliminate the irregularities found and to prevent their recurrence.

(11) If the complaint is found to be unfounded, the Commission shall conduct an investigation to determine whether the accusation of bullying was slanderous.

(12) The minutes of the Commission's meetings and the Commission's assessment of the validity of the complaint shall be kept in a sealed envelope in the Human Resources and Payroll Department for a period of 3 years.