Anti-mobbing and anti-discrimination policy

Dear Faculty, Staff and Students of the Ignacy Mościcki State Academy of Applied Sciences in Ciechanów,

Ensuring a safe, respectful, and discrimination-free work and learning environment is one of our University's highest priorities.

We would like to remind you that the University enforces the Policy on Counteracting Mobbing and Discrimination against Employees and Students (introduced by Ordinance No. 112/2020 and updated by Ordinance No. 79/2024).

The main objectives of this Policy are:

- Promoting positive attitudes and fostering strong relationships within the academic community.
- Educating the community and preventing the occurrence of negative behaviors.
- Monitoring the environment and taking immediate intervention measures.
- Imposing consequences on perpetrators of mobbing and discrimination.

Principles of mutual respect, tolerance, and regard for personal dignity are strictly required in all academic interactions. Behaviors constituting mobbing, discrimination, or psychological and physical violence are absolutely unacceptable.

Reporting Procedure:

Any employee or student who has experienced or witnessed such behavior has the right to submit a written complaint to the Coordinator for Counteracting Mobbing and Discrimination (template attached).

Formal requirements for the complaint (it must include):

- Full name;
- Department or organizational unit of the person submitting the report;
- Identification of the aggrieved party and the person accused of misconduct;
- A description of the facts, including specific dates or the timeframe of the incident(s);
- Evidence supporting the described circumstances;
- The date and signature of the person submitting the report.

Anonymous reports will not be considered. The University guarantees that all reports are treated with absolute confidentiality, and every case is investigated thoroughly and impartially.

Thank you for your shared commitment to building an organizational culture rooted in mutual respect and professionalism.

On behalf of the Rector,

Coordinator for Counteracting Mobbing and Discrimination

Appendix – Complaint Template (with Instructions)

Place: ....., Date: .....

COMPLAINANT DETAILS:
Full name: .....
Department / Organizational unit: .....
Phone number / E-mail: .....

Coordinator for Counteracting
Mobbing and Discrimination at the University

COMPLAINT REGARDING MOBBING / DISCRIMINATION

(Submitted pursuant to the Anti-Mobbing and Anti-Discrimination Policy)

1. IDENTIFICATION OF THE PARTIES INVOLVED:
• Person affected by the behavior (aggrieved party): .....
• Person/persons accused of misconduct: .....
2. DESCRIPTION OF THE FACTS:
(Please describe in detail the behaviors constituting mobbing or discrimination, indicating the specific dates, locations, and circumstances of these incidents. Additional sheets of paper may be attached if necessary).
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3. LIST OF EVIDENCE SUPPORTING THE DESCRIBED CIRCUMSTANCES:
(E.g., emails, documents, witnesses – please list below and attach to the complaint).
1) .....
2) .....
3) .....
** Pursuant to the Policy, anonymous reports will not be considered. The University guarantees absolute confidentiality and impartiality throughout the investigation process.*

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(Signature of the person submitting the report)