



Ordinance No. 25/2024
of Rector of Lodz University of Technology
dated 24 June 2024

on the introduction of Internal Anti-Discrimination and Anti-Mobbing Policies of
Lodz University of Technology

On the basis of Art. 23 sec. 1 and sec. 2 (5) of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended) in connection with Article 94(2b) and Article 94³ § 1 of the Act of 26 June 1974 - the Polish Labor Code (consolidated text: Journal of Laws of 2023, item 1465), the Act of 3 December 2010 on the implementation of certain provisions of the European Union in the field of equal treatment (consolidated text: Journal of Laws of 2023, item 970) and § 14 sec.1 and 2 of the Statute of Lodz University of Technology – Resolution No. 88/2019 of the Senate of Lodz University of Technology of July 10, 2019, I hereby order the following:

§ 1

The Internal Anti-Discrimination and Anti-Mobbing Policy of Lodz University of Technology is hereby introduced, constituting an annex to this Ordinance.

§ 2

1. The following become invalid:

- 1) Ordinance No. 50/2019 of the Rector of Lodz University of Technology of 23 September 2019 on the introduction of the Regulations on Anti-Discrimination Practices at Lodz University of Technology;
- 2) Ordinance No. 51/2019 of the Rector of Lodz University of Technology of 23 September 2019 on the introduction of the Regulations of the internal anti-mobbing policy of Lodz University of Technology.

§ 3

The Ordinance enters into force on 24 June 2024.

Prof. dr hab. inż. Krzysztof Józwick
Rector of Lodz University of Technology
/-signed with a qualified digital signature/

**INTERNAL POLICIES
ANTI-DISCRIMINATION AND ANTI-MOBGING
OF LODZ UNIVERSITY OF TECHNOLOGY**

Chapter 1

GENERAL PROVISIONS

§ 1

Introductory provisions

1. The Internal Anti-Discrimination and Anti-Mobbing Policies of Lodz University of Technology establish the principles of preventing and counteracting discrimination, mobbing and action of mobbing nature at Lodz University of Technology as well as the procedure to be followed in the event of such incidents occurring.
2. Lodz University of Technology does not tolerate any behaviour that may be considered discrimination, including any form of harassment, mobbing behaviour or actions of a mobbing nature, or any other conduct violating the principles of social coexistence and work order. Members of the community who engage in undesirable behaviour will be subject to consequences permitted by law.
3. All members of the University community are obliged to familiarize themselves with the content of these Internal Anti-Discrimination and Anti-Mobbing Policies of Lodz University of Technology. Employees are required to sign a statement, the template of which constitutes Appendix No. 8 to the Work Regulations at Lodz University of Technology introduced by Ordinance No. 45/2019 of the Rector of Lodz University of Technology of 16 September 2019, as amended. (Ordinance No. 76/2021).

§ 2

Definitions of terms

Whenever this document refers to:

- 1) **University**– this means Lodz University of Technology;
- 2) **Rector**– this means the Rector of Lodz University of Technology;
- 3) **University community**– this means employees (persons in an employment relationship, persons providing work on the basis of civil law contracts), doctoral candidates and students of the University;
- 4) **Committee for Combating Discrimination and Mobbing**– this shall be understood as a committee appointed by the Rector of Lodz University of Technology to consider reports of discrimination and mobbing and mobbing-related activities;
- 5) **Officer for Equality** – this should be understood as the first contact person in matters relating to unequal treatment, whose task is to attempt to amicably resolve conflict matters at an early stage of their resolution, as well as to receive and forward reports to the Committee for Combating Discrimination and Mobbing;
- 6) **evidentiary proceedings**– this shall be understood as a set of all activities carried out by the Committee aimed at resolving a specific case or problem related to discrimination, harassment or sexual harassment, mobbing or activities of a mobbing nature, including all kinds of conversations and interviews;
- 7) **discrimination**– this means unfair and biased differentiation of a person or persons on the basis of their personal characteristics, such as: sex, age, disability, race, sexual orientation and gender identity, nationality, ethnic origin, religion, trade union membership, period or scope of employment. Discrimination is behaviour whereby a person or group of people are treated differently, usually unfavourably and harmfully. These actions are unjustified and based on stereotypes or prejudices. Discrimination also involves encouraging another person to violate the principle of equal treatment in employment or ordering them to violate this principle;

- 8) **indirect discrimination**– this should be understood as actions in which the unequal distribution of rights, obligations and opportunities is inscribed in the rules of functioning of a group. This is a situation in which apparently neutral legal provisions, various regulations, criteria or generally accepted social practices lead to unequal treatment of selected individuals compared to others in a similar situation. Indirect discrimination does not occur when the criterion adopted is objectively justified by a legitimate aim and the means adopted to achieve it are appropriate and necessary;
- 9) **direct discrimination**– this should be understood as unequal treatment occurring when a person is treated less favourably due to one or more characteristics than another person is, was or could be treated in a comparable situation;
- 10) **harassment**- this means any unwanted conduct the purpose or effect of which is to violate the dignity of a person and to create an intimidating, hostile, degrading, humiliating or offensive environment for that person;
- 11) **sexual harassment**– this means any undesirable conduct of a sexual nature towards a natural person or relating to gender, the purpose or effect of which is to violate the dignity of that person, in particular by creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for that person; such conduct may consist of physical, verbal or non-verbal elements; Sexual harassment is a form of discrimination on grounds of gender. It may be expressed through behaviours such as: inappropriate jokes with a sexual connotation, indecent comments, suggestive remarks about appearance, private life, sexuality, suggestive gestures, persistent invitations to private meetings despite refusal, persistent staring, sending e-mails or text messages with inappropriate content with a sexual connotation, displaying erotic or pornographic materials in any form, unwanted physical contact, forcing into sexual contact, disseminating degrading information about another person's private life;
- 12) **mobbing**– this should be understood as actions or behaviours concerning an employee or directed against him, consisting in persistent and long-term harassment, intimidation or bullying, causing him/her to have a lowered assessment of his/her professional usefulness, causing or aimed at humiliating or ridiculing the employee, isolating him/her or eliminating him/her from the team of co-workers;
- 13) **mobbing-related activities** – this should be understood as behaviours that can be considered mobbing activities based on the Heinz Leymann list¹. The list contains 45 mobber activities, which have been grouped into five categories and refer to personal and professional functioning used by one person or a larger group. Important aspects of mobbing activities are their repetition and duration, the negative intentions of the person committing these activities and the negative consequences for the victim;
- 14) **Act**– this should be understood as the Act of 20 July 2018 – the Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended);
- 15) **Labor Code**– this should be understood as the Act of 26 June 1974 – the Polish Labor Code (i.e. Journal of Laws of 2023, item 1465);
- 16) **Regulations of Doctoral Studies**– this should be understood as the Regulations of Doctoral Studies at Lodz University of Technology;
- 17) **Regulations of the Interdisciplinary Doctoral School**– this should be understood as the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology;
- 18) **Study Regulations**– this should be understood to mean the Study Regulations at Lodz University of Technology;

¹ H. Leymann "Manual of the LIPT questionnaire for assessing the risk of psychological violence at work", 1990.

- 19) **Gender Equality Plan at Lodz University of Technology (Gender Equality Plan)**– this should be understood as a document expressing support for the entire academic community of our University, prepared with the aim of respecting the value of gender equality. The plan covers all groups of employees and students of all levels of study, in particular the doctoral group, from which the research and teaching staff of Lodz University of Technology draws most of its members.

§ 3

Implementation of Anti-Discrimination and Anti-Mobbing Policies

1. Lodz University of Technology counteracts discrimination, including harassment, mobbing and mobbing-related activities, in particular:
 - 1) conducts activities aimed at equal treatment addressed to the entire University community;
 - 2) provides a safe and discrimination- and mobbing-free working environment;
 - 3) promotes attitudes and behaviours consistent with the principles of social coexistence, supports activities aimed at building and strengthening positive interpersonal relationships;
 - 4) conducts training on improving anti-discrimination and anti-mobbing competences, including training for management staff in order to develop skills in diagnosing, responding to and preventing undesirable incidents;
 - 5) reacts quickly and resolves conflicts appropriately in order to eliminate incidents that may develop into discrimination, mobbing or mobbing activities;
 - 6) uses an early warning system against undesirable phenomena;
 - 7) provides support to people experiencing discrimination, mobbing or mobbing-related activities.
2. Any individual who believes that they have experienced discrimination, harassment, mobbing or mobbing-related behaviour, or who has observed discrimination at the University, including any form of harassment, mobbing or mobbing-related behaviour, should report this fact to the Committee for Combating Discrimination and Mobbing, in accordance with the procedure set out in this document.

§ 4

Early warning system for undesirable incidents

1. The University has an early warning system for undesirable incidents, which is one of the tools for preventing and counteracting discrimination, mobbing and mobbing-related activities.
2. The early warning system includes:
 - 1) information on notifications to the Committee for Combating Discrimination and Mobbing, submitted to it by the Officers for Equality or other persons referred to in § 11 sec. 1 and § 16 sec. 1 and 2;
 - 2) annual reports on activities submitted to the Rector by the Committee for Combating Discrimination and Mobbing, including information on all completed and ongoing proceedings;
 - 3) drawing up reports and statements on the implementation of the equality policy by the Human Capital Management Centre, based on data provided by, among others, Officers for Equality, and resulting from the implementation of the Gender Equality Plan at Lodz University of Technology (Gender Equality Plan);
 - 4) surveys of opinions and experiences regarding discrimination incidents, including harassment, mobbing or mobbing-related activities, conducted by the Human Capital Management Centre.

§ 5

Officers for Equality

1. The University appoints Officers for Equality, hereinafter referred to as "Officers".
2. The tasks of the Officers include:
 - 1) receiving reports and forwarding them to the Committee for Combating Discrimination and Mobbing, after obtaining the written consent of the reporting party;
 - 2) disseminating good practices regarding equality activities;
 - 3) acting as consultants and contact persons in the TUL unit in matters of discrimination, including harassment and mobbing, and mobbing-related activities;
 - 4) making attempts to amicably resolve conflict matters at an early stage of their resolution;
 - 5) informing the employee about his/her options for resolving the matter;
 - 6) participating in training and maintaining contact with counterparts in other TUL units;
 - 7) participating in recruitment interviews to which they received an invitation from the chairman of the recruitment committee.
3. The Rector appoints 12 officers from among the University employees, including one for each faculty, one for the Language Centre (S2), for the Centre for Teaching Mathematics and Physics (CMF) and for the Sports Centre (CS), one for the remaining university units and one for the Rector, Chancellor and Bursar's administration. Information about the Officers for Equality is published on the official website of Lodz University of Technology, available at: <https://p.lodz.pl/>.
4. In their actions, the Officers are obliged to be guided by objectivity and impartiality and to keep confidential the cases presented to them concerning discrimination, including harassment and mobbing and actions of a mobbing nature.
5. The Officers cooperate with the authorities of the units and with the employees of the Human Capital Management Centre dealing with equality issues, to whom they provide information on equality practices and all statistical data related to equality issues.
6. In the event of a suspicion of discrimination, mobbing or mobbing-related activities, any member of the University community may report the matter to the Officer, or the persons mentioned in § 11 sec. 1 and § 16 sec. 1 and 2, without facing any consequences for reporting violations, provided that it contains information consistent with the facts.

§ 6

Committee for Combating Discrimination and Mobbing

1. The University shall establish a Committee for Combating Discrimination and Mobbing, hereinafter referred to as the "Committee".
2. The task of the Committee is to formulate opinions and conclusions on the basis of explanatory proceedings conducted in cases related to discrimination, mobbing or mobbing-related activities. For this purpose, the Committee may request explanations and access to the necessary documents relating to the case.
3. The Committee is guided by objectivity and impartiality in its activities and is obliged to keep the facts learned in the course of its work confidential, which also applies after the conclusion of the proceedings.
4. The Committee is appointed by the Rector for the duration of the Rector's term of office.
5. The Committee consists of the Officers for Equality referred to in § 5 and persons indicated by the Rector.
6. The Rector appoints the chairman from among the members of the Committee.
7. Membership in the Committee expires upon expiry of the Committee's term of office, termination of the employment relationship, resignation from membership, imposition of a penalty for breach of order or disciplinary penalty.

8. Members must be authorised to process personal data in accordance with the regulations in force at the University.
9. A member of the Committee benefits from leave from work while retaining the right to remuneration for the time devoted to performing tasks resulting from work in the Committee.
10. The procedure for reporting matters to the Committee is defined in § 11 and § 16 of this document.
11. The Chairman appoints the composition of the Committee to decide on a given case within 7 days from the date of receipt of the case by the Committee. The Committee appointed to decide on a given case deliberates in the composition of at least 5 members.
12. The Committee's composition appointed to decide on a given case shall consider the notification without undue delay, within no more than 2 months from the date of receipt of the notification. In exceptional cases caused by the complex nature of the matter, it is possible to extend the above deadline by a further 14 days. The decision to extend the deadline is made by the Chairman of the Committee in consultation with the Rector. The case should be resolved within no more than 3 months from the date of receipt of the notification.
13. At the request of an employee, in a case that concerns him/her, the composition of the Committee appointed to decide on it is expanded to include a representative of the trade union organization indicated by him/her.
14. In matters concerning doctoral candidates and students, the composition of the Committee appointed to decide on a given case is expanded to include a representative of the doctoral students' government or a representative of the student government.
15. Each party has the right to authorize another person to represent it.
16. The person concerned by the report or the person indicated as the perpetrator of the abuse cannot be a member of the Committee appointed to decide on a given case, referred to in sec. 11, sec. 13 and 14. A member of a given Committee composition may not participate in matters concerning persons with whom he or she is related by blood or affinity. No member of the Committee appointed to decide on a given case may be in a direct relationship of professional subordination to the person submitting the notification or to the alleged perpetrator.
17. Members of the Committee appointed to decide on a given case, before commencing consideration of the notification, submit a statement of their impartiality, a template of which constitutes Appendix 1 to this document.
18. The Committee may decide to include in the arbitration proceedings persons who are not members of the Committee, whose specialist qualifications and experience will guarantee the proper conduct of the arbitration proceedings. The provisions referred to in sec. 16 and 17 shall apply to these persons.
19. In justified cases, the Committee may carry out its activities and take decisions using electronic means of communication ensuring in particular:
 - 1) transmission of the meeting between its participants;
 - 2) multi-way communication, in which meeting participants can speak during the meeting while maintaining the necessary security and discretion rules.
20. The Chairman of the Committee shall submit to the Rector, by the end of February, an annual report on its activities, including information on all completed and ongoing proceedings, together with the opinions issued by the Committee.

§ 7

Explanatory proceedings

1. The explanatory proceedings begin with the receipt of an official report from the injured party.
2. After receiving the notification, the panel appointed to decide on the case will clarify whether discrimination, any form of harassment, mobbing or mobbing-related activity may have occurred or is occurring.
3. Information about the submitted report is sent to the person concerned.

4. The Panel appointed to decide a given case hears the parties to the proceedings and witnesses nominated by the Committee members or the parties to the proceedings.
5. The person reporting the case or the person concerned by the report has the right to provide or refuse to provide explanations, submit evidentiary motions and nominate witnesses.
6. Minutes are drawn up each time following the meetings of the Committee appointed to decide on a given case, and signed by the Chairman of the Committee and the secretary. The minutes contain information about the presence at the meeting of the members of the Committee considering the case.
7. The Committee may refer the case to amicable proceedings, which shall also be conducted in confidence. The consent of the person reporting the case and the person concerned by the report is required to commence arbitration.
8. The arbitration procedure may be conducted by an external expert.
9. In the event of successfully completed arbitration, a settlement is concluded between the parties. A document summarising the actions taken (regardless of their final outcome) is forwarded to the Committee.
10. If the arbitration proceedings are unsuccessful and no settlement is reached, the Committee appointed to decide on the case shall commence further processing regarding the notification.
11. After hearing the explanations and conducting the explanatory proceedings, the Committee appointed to decide on the validity of the notification being considered shall take a decision by a simple majority vote.
12. Once the decision has been taken, the Committee issues a written opinion on the matter. If the notification is deemed justified, the Committee will propose in the opinion a method of resolving the problem that will eliminate the identified irregularities.
13. The opinion is forwarded to the Rector and to the person submitting the report and the person concerned.
14. The administrative support for the Committee meetings is provided by the Human Capital Management Centre, which stores the documentation of the Committee's work in accordance with the office procedures in force at the University.

Chapter 2

PROVISIONS OF INTERNAL ANTI-DISCRIMINATION AND ANTI-MOBING POLICIES FOR EMPLOYEES OF LODZ UNIVERSITY OF TECHNOLOGY

§ 8

Discrimination

1. Employees of Lodz University of Technology have the right to equal treatment in the exercise of their rights expressed in the internal normative acts of the University, to express their opinions, to use the infrastructure on the principles established by the University authorities and to participate in the social and cultural life of the University, regardless of gender, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, denomination, sexual orientation or gender identity, period, duration or form of employment.
2. It is unacceptable to apply any form of unfair and biased treatment expressed through:
 - 1) direct discrimination;
 - 2) indirect discrimination.
3. Recruitment is conducted in an open, transparent and substantive manner, preventing discrimination of candidates.
4. The terms and conditions of employment of employees are established with respect for the principle of equal treatment and in a non-discriminatory manner, in particular in access to:

- 1) the same remuneration for equal work or work of equal value, where work of equal value is understood as work whose performance requires comparable effort, comparable professional qualifications and comparable responsibility;
 - 2) training to improve professional qualifications;
 - 3) promotions.
5. Decisions to terminate employment relationships are not made on the basis of grounds that discriminate against employees, and the rules for selecting employees for dismissals made for reasons not attributable to employees are developed in a non-discriminatory manner.

§ 9

Abuse and sexual harassment

1. Abuse and sexual harassment are forms of discrimination.
2. Actions or behaviours bearing signs of abuse or sexual harassment are not tolerated in any way at Lodz University of Technology.
3. Baseless accusations of abuse or sexual harassment are prohibited.

§ 10

Mobbing

1. Behaviours bearing the hallmarks of mobbing are not tolerated by the University in any way.
2. In order to recognise an employee as a victim of mobbing, the following conditions must be met:
 - 1) the actions or conduct concern or are directed against a specific injured party;
 - 2) the actions or behaviours are long-term and persistent;
 - 3) the actions or conduct constitute harassment or intimidation;
 - 4) the aim of the influence is to humiliate or ridicule a specific person, isolate them or eliminate them from the team;
 - 5) as a result of the actions taken, the injured person experiences, or is intended to experience, a lowered assessment of their professional usefulness, a feeling of humiliation or ridicule, or their isolation or elimination from the team of co-workers.

§ 11

Notifications to the Committee for Combating Discrimination and Mobbing

1. An employee who believes that the behaviour towards him or her or towards other people was a form of discrimination, including harassment or mobbing, has the right to notify the Committee through the relevant Officer. The employee may also seek mediation from:
 - 1) Officer appointed for another organizational unit;
 - 2) social labour inspector;
 - 3) trade unions operating at Lodz University of Technology;
 - 4) immediate superior;
 - 5) head of the organizational unit in which he or she is employed;
 - 6) employee of the Human Capital Management Centre in charge of equality issues.

2. A person performing work under a civil law contract who believes that the behaviour towards them or other people was a form of discrimination, including harassment or mobbing, has the right to notify the Committee through the Officer or the principal.
3. The notification referred to in sec. 1 and 2 shall take the form of a completed Notification Sheet signed by the notifying person, to which a signed Information Clause must be attached. The templates of the Notification Sheet and the Information Clause constitute Appendix No. 2 and Appendix No. 3 to this document, respectively.
4. The exercise of the right of notification does not in any way exclude the right to seek legal protection under applicable law. The use of legal remedies is in no way dependent on the prior application of the provisions of this document.

§ 12

Consequences of recognizing the notification as justified

1. If the notification is deemed justified, in the case of an accused employee who is not an academic teacher, the Committee shall immediately after signing the opinion forward it to the Rector, who may apply a disciplinary penalty (warning, reprimand) or other sanctions provided for in the provisions of the Polish Labour Code.
2. If the notification is deemed justified, in the case of an accused employee employed as an academic teacher, the Committee shall immediately forward the opinion to the Rector after signing it. Further proceedings are specified in Part VII of the Act "Disciplinary Liability".
3. If the notification is deemed justified, the Rector takes action to eliminate the identified irregularities and prevent their recurrence, as well as to provide assistance to the injured employee.
4. At the request of the injured employee or with his/her consent, the Rector may change his/her working conditions, including the place of work, or in any other way prevent direct contact between the injured employee and the perpetrator.
5. The liability referred to in sec. 1 and 2 also applies to persons who falsely accuse others of committing the above-mentioned abuses.
6. In the case of sexual harassment, regardless of the liability referred to in sec. 1 and 2, Lodz University of Technology, in accordance with applicable regulations, in particular the Polish Penal Code, may report a possible crime or provide assistance in filing it.

Chapter 3

PROVISIONS OF INTERNAL ANTI-DISCRIMINATION AND ANTI-MOBING POLICIES FOR DOCTORAL CANDIDATES AND STUDENTS OF LODZ UNIVERSITY OF TECHNOLOGY

§ 13

Discrimination

1. Doctoral candidates and students of Lodz University of Technology have the right to equal treatment in the exercise of their rights expressed in the internal normative acts of the University, to express their opinions, to use the infrastructure on the principles established by the University authorities and to participate in the social and cultural life of the University, in particular regardless of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, denomination, sexual orientation or gender identity, period, scope or form of employment.
2. It is unacceptable to apply any form of unfair and biased treatment expressed through:
 - 1) direct discrimination;
 - 2) indirect discrimination.
3. Recruitment is conducted in an open, transparent and substantive manner, preventing discrimination of candidates.
4. Students and doctoral candidates have the right, in particular, to:

- 1) fair assessment of academic progress;
- 2) scientific supervision by a tutor or thesis supervisor ensuring a safe research environment free from discrimination and conflict;
- 3) prizes and awards granted on the basis of fair and transparent criteria;
- 4) equal and fair access to internships and scholarships, exchanges under European programmes and participation in research projects.

§ 14

Abuse and sexual harassment

1. Abuse and sexual harassment are forms of discrimination.
2. Actions or behaviours bearing signs of abuse or sexual harassment are not tolerated in any way at Lodz University of Technology.
3. Baseless accusations of abuse or sexual harassment are prohibited.

§ 15

Mobbing-related activities

In order to recognise that a doctoral candidate or a student has been a victim of mobbing, it must be demonstrated that conduct has occurred that can be considered mobbing on the basis of the Heinz Leymann list. The above mentioned list takes into account 45 basic mobbing activities divided according to five criteria:

- 1) quality of interpersonal contacts – influences that disrupt the ability to communicate, e.g. by limiting freedom of speech, interrupting, shouting, raising one's voice, threats, humiliating gestures and glances, various kinds of allusions;
- 2) social isolation – influences that disrupt social relations, e.g.: avoiding conversations with the victim, prohibiting contact and conversations, moving to a place away from friends, treating like "air";
- 3) humiliation in the environment – actions aimed at disturbing the social perception of a person, e.g.: speaking badly behind a person's back, spreading gossip, attempting to ridicule, making fun of a disability or nationality, criticizing political or religious beliefs, parodying, joking and ridiculing private life, insults, forms of sexual harassment;
- 4) assigning tasks that are illegal and pose a health risk;
- 5) violence and threats of violence – forcing someone to do work that has a harmful effect on their health, threatening them with physical violence, applying psychological pressure, physical abuse, sexually motivated actions.

§ 16

Notifications to the Committee for Combating Discrimination and Mobbing

1. A doctoral candidate who believes that the behaviour towards him or her or towards other people was a form of discrimination, harassment or mobbing, has the right to notify the Committee through the relevant Officer. A doctoral candidate may also request mediation from:
 - 1) representative of the doctoral students' government;
 - 2) the director of the doctoral studies or the dean or vice-dean for student affairs – in the case of doctoral candidates;
 - 3) doctoral dissertation supervisor;
 - 4) Head of the Interdisciplinary Doctoral School of Lodz University of Technology.
2. A student who believes that the behaviour towards him or her or towards other people was a form of discrimination, harassment or mobbing, has the right to notify the Committee through the appropriate Officer. The student may also seek mediation from:
 - 1) representative of the student government;
 - 2) dean or vice-dean for student affairs;

- 3) supervisor of a thesis
 - 4) guardian of the year;
 - 5) Vice-Rector for Student Affairs.
3. The notification referred to in sec. 1 and 2 shall take the form of a completed Notification Sheet signed by the notifying person, to which a signed Information Clause must be attached. The templates of the Notification Sheet and the Information Clause constitute Appendix No. 2 and Appendix No. 3 to this document, respectively.
 4. The exercise of the right of notification does not in any way exclude the right to seek legal protection under applicable law. The use of legal remedies is in no way dependent on the prior application of the provisions of this document.

§ 17

Consequences of recognizing the notification as justified

1. If the notification is deemed justified, the Committee shall immediately after signing the opinion forward it to the Rector, who may apply a disciplinary penalty or other sanctions provided for in the Regulations of Doctoral Studies, the Regulations of the Interdisciplinary Doctoral School and the Study Regulations at TUL.
2. If the notification is deemed justified, the Rector takes action to eliminate the identified irregularities and prevent their recurrence, as well as to provide assistance to the injured doctoral candidate or student.
3. The liability referred to in sec. 1 shall also apply to persons who falsely accuse others of committing the above-mentioned abuses.
4. In the case of sexual harassment, regardless of the liability referred to in sec. 1, Lodz University of Technology, in accordance with applicable regulations, in particular the Polish Penal Code, may report a possible crime or provide assistance in reporting it.

Lodz, on

.....
(name and surname)

.....
(organizational unit)

.....
(position)

STATEMENT

In connection with the explanatory proceedings conducted by the Committee for Combating Discrimination and Mobbing relating to the notification:

.....
(name and surname of the notifying person)

.....
(position, organizational unit or faculty, field and mode of study)

.....
(name and surname of the person concerned)

.....
(position, organizational unit or faculty, field and mode of study)

.....
(notification receipt date)

I hereby state that I am not a spouse, relative or in-law, up to the second degree, of any of the persons concerned by the proceedings, nor am I in such a legal or factual relationship with them that it may raise doubts as to my impartiality.

I shall keep confidential all information obtained in connection with the conducted proceedings, both during and after the termination of employment.

.....
(legible signature)

.....
(place, date)

NOTIFICATION SHEET

PERSON NOTIFYING	
Name and surname	
Position held and organizational unit: <i>(those employed at TUL)</i> or Faculty, field and mode of study <i>(students and doctoral candidates):</i>	
Contact details (e-mail, telephone number):	
PERSON WHOM THE NOTIFICATION CONCERNS	
Name, surname and place of employment (organizational unit) of the person concerned by the notification:	
DESCRIPTION OF THE SITUATION	
Description of the situation with indication of the circumstances, time and place of events:	
Evidence of the events that occurred (emails, photos, recordings):	
Names and surnames of potential witnesses: Contact details (e-mail, telephone number):	

.....
(legible signature of the notifying person)

INFORMATION CLAUSE

In accordance with Article 13 of Regulation (EU) 2016/649 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), be informed that:

1. The data controller is Lodz University of Technology with its registered office in Lodz, ul. Żeromskiego 116, with the Tax Identification Number (NIP): 7270021895, tel. +48 42 631 29 29.
2. The data controller has appointed a data protection officer who can be contacted in matters relating to the processing of personal data at the following e-mail address: iod@adm.p.lodz.pl, tel.: 42 631 20 39 or in writing to the controller.
3. The personal data controller processes data, acting on the basis of:
 - Article 6 sec. 1 (c) and (d) and Article 9 of the GDPR.
4. The Administrator processes the following categories of personal data: ordinary data and special categories of personal data (Article 9 of the GDPR).
5. The recipients of personal data will only be persons authorized to receive them under Ordinance No. 25/2024 of the Rector of Lodz University of Technology of 24 June 2024 on the introduction of Internal Anti-Discrimination and Anti-Mobbing Policies of Lodz University of Technology.
6. Personal data will be stored for the period necessary to achieve the purposes specified above.
7. In relation to personal data, decisions will not be made in an automated manner, pursuant to Article 22 of the GDPR.
8. The data subject has the following rights:
 - pursuant to Article 15 of the GDPR – the right to access personal data concerning him/her;
 - pursuant to Article 16 of the GDPR – the right to rectify personal data;
 - pursuant to Article 18 of the GDPR – the right to request the controller to restrict the processing of personal data, subject to the cases referred to in Article 18 sec. 2 of the GDPR;
 - the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the provisions of the GDPR.
9. Providing your data is voluntary. However, failure to provide data will result in the inability to initiate explanatory proceedings by the Officer for Equality and the Committee for Combating Discrimination and Mobbing.

.....
(date, legible signature of the notifying person)