

**POLISH ACADEMY OF SCIENCES**  
**W. SZAFER INSTITUTE OF BOTANY**

Lubicz 46, PL-31-512 Kraków, Poland  
tel. [+48 12] 424-17-00 fax [+48 12] 421-97-90  
www.botany.pl



HR EXCELLENCE IN RESEARCH

## Anti-mobbing and Anti-discrimination Procedure of the W. Szafer Institute of Botany of the Polish Academy of Sciences

### I. General Provisions

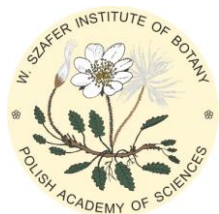
#### §1

1. The Anti-Mobbing and Anti-Discrimination Procedure of the W. Szafer Institute of Botany of the Polish Academy of Sciences (hereinafter referred to as the Institute) sets out the rules for combating mobbing and discrimination within the Institute and the procedure to be followed in the event of a report of mobbing or discrimination.
2. The Anti-Mobbing and Anti-Discrimination Procedure is aimed in particular at:
  - 1) preventing mobbing and discrimination in the workplace;
  - 2) taking intervention measures in the event of mobbing or discriminatory behaviour being identified;
  - 3) imposing consequences on those responsible for mobbing or discrimination;
  - 4) supporting activities aimed at building and strengthening positive interpersonal relationships among employees.

#### §2

The terms used in this Procedure shall have the following meanings:

- 1) mobbing – actions or behaviour concerning an employee or directed against an employee, consisting of persistent and prolonged harassment or intimidation of the employee, causing them to underestimate their professional competence, resulting in or intended to humiliate or ridicule the employee, isolate them or exclude them from the team of colleagues;
- 2) discrimination – the phenomenon of unfair and biased differentiation between people on the basis of personal characteristics such as, inter alia, gender, age, disability, sexual orientation, nationality, ethnic origin or religion;



# **POLISH ACADEMY OF SCIENCES W. SZAFAER INSTITUTE OF BOTANY**

Lubicz 46, PL-31-512 Kraków, Poland  
tel. [+48 12] 424-17-00 fax [+48 12] 421-97-90  
www.botany.pl



HR EXCELLENCE IN RESEARCH

- 3) Anti-mobbing and Anti-Discrimination Committee (hereinafter referred to as the Committee) – a collegial body appointed by the Director of the Institute to examine complaints of mobbing or discrimination;
- 4) Ombudsman for Harassment and Discrimination (hereinafter referred to as the Ombudsman) – a person appointed by the Director of the Institute for a term of office equal to that of the Director of the Institute, whose duties include the preliminary assessment of the merits of a complaint regarding harassment or discrimination;
- 5) employee – a person employed under an employment contract, appointment or nomination, regardless of the type of work or position held.

## **II. Counteracting mobbing and discrimination**

### **§3**

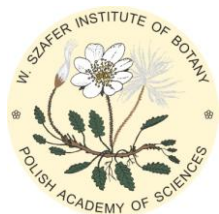
In order to counteract mobbing, the Director of the Institute is obliged to take all measures permitted by law, consisting in particular of:

- 1) promoting desirable attitudes and behaviours in relations between employees, consistent with the principles of social coexistence;
- 2) raising awareness of the phenomena of mobbing and discrimination, methods of prevention and the consequences of their occurrence;
- 3) monitoring issues relating to mobbing and discrimination and applying anti-mobbing and anti-discrimination procedures in practice.

## **III. Anti-mobbing and anti-discrimination procedures**

### **§4**

1. An employee who believes they have been subjected to mobbing or discrimination, or who has observed mobbing or discrimination at the Institute, should report this in writing to the Ombudsman or the Director of the Institute in the form of a complaint.



**POLISH ACADEMY OF SCIENCES**  
**W. SZAFAER INSTITUTE OF BOTANY**

Lubicz 46, PL-31-512 Kraków, Poland  
tel. [+48 12] 424-17-00 fax [+48 12] 421-97-90  
www.botany.pl



HR EXCELLENCE IN RESEARCH

2. The complaint should contain:

- 1) a statement of the facts (including the person concerned), and in particular an indication of the specific actions or conduct considered by the employee to constitute mobbing or discrimination, the period to which these actions or conduct relate, and the names of the persons who committed these actions or engaged in this conduct;
- 2) evidence in support of the circumstances cited, including the identification of witnesses;
- 3) the date and the employee's signature.

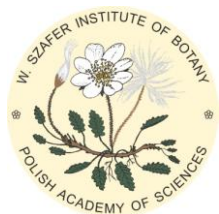
3. An anonymous complaint or one not signed by the employee shall not be considered.

4. Following a preliminary investigation, in particular to determine whether the incidents described in the complaint may constitute mobbing or discrimination, the Ombudsman shall:

- 1) notify the Director of the Institute of the need to appoint a Committee to conduct the proceedings referred to in § 5,
- 2) or refer the matter to the Director of the Institute with an opinion that there are no grounds for initiating the proceedings referred to in § 5.

5. If the complaint concerns the Director of the Institute or if the complainant is the Director of the Institute, the Ombudsman shall refer the complaint to the Deputy Director for Research, who in such a case shall take the further actions assigned to the Director of the Institute.

6. Upon receipt of the notification referred to in paragraph 4(1), the Director of the Institute shall appoint a Committee to which the Ombudsman shall forward the case file together with his opinion.



**POLISH ACADEMY OF SCIENCES**  
**W. SZAFER INSTITUTE OF BOTANY**

Lubicz 46, PL-31-512 Kraków, Poland  
tel. [+48 12] 424-17-00 fax [+48 12] 421-97-90  
[www.botany.pl](http://www.botany.pl)



HR EXCELLENCE IN RESEARCH

7. The Director of the Institute may – upon receipt of the opinion referred to in paragraph 4(2) – appoint a Committee to initiate proceedings, of which he shall inform the Ombudsman.

**§5**

1. The Commission shall consist of 5 persons, including 3 academic staff members, 1 administrative staff member and 1 technical staff member. The work of the Commission shall be directed by its Chair, appointed by the Director of the Institute.

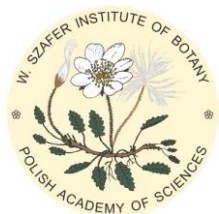
2. The Commission shall initiate proceedings immediately upon receipt of the case file from the Ombudsman, but no later than within 14 working days.

3. The Commission shall inform the complainant and the accused in writing of the initiation of proceedings.

4. The Commission shall hold meetings convened by the Chair, as required by the proceedings. Minutes of the Commission's meetings shall be drawn up and signed by the Chair and all members of the Commission present at the meeting.

5. Proceedings before the Committee are confidential. The Committee shall examine the complaint in accordance with the principles of impartiality and is obliged to keep confidential all information obtained in the course of the proceedings. The complaint and the evidence gathered in the case shall not be made available to the parties to the proceedings.

6. After hearing the complainant and the person accused of mobbing or discrimination, as well as the witnesses summoned, and having considered the remaining evidence, the Committee shall assess the merits of the complaint. The assessment of the validity of the complaint concludes the proceedings. The Commission shall forward the assessment, together with conclusions and proposals for necessary actions, drawn up in writing, to the Director of the Institute and the parties to the proceedings. The assessment regarding the validity of the complaint shall be signed by all members of the Commission.



**POLISH ACADEMY OF SCIENCES**  
**W. SZAFAER INSTITUTE OF BOTANY**

Lubicz 46, PL-31-512 Kraków, Poland  
tel. [+48 12] 424-17-00 fax [+48 12] 421-97-90  
www.botany.pl



HR EXCELLENCE IN RESEARCH

7. In cases requiring the opinion of a specialist, e.g. in the field of criminal law or psychology, the Commission shall request the Director of the Institute's consent to consult the relevant experts.

8. The proceedings shall be concluded no later than two months from the date of submission of the complaint. In justified cases, the Chair of the Commission may extend the deadline for concluding the proceedings, of which they shall notify the parties.

9. The Director of the Institute shall grant members of the Commission leave from their official duties for the time necessary to conduct proceedings concerning a complaint of mobbing or discrimination, whilst retaining their right to remuneration.

10. Administrative and organisational support for the Commission's meetings shall be provided by the Research Planning and Organisation Office.

11. Institute staff are obliged, at the Commission's request, to make documents available and provide the necessary information to establish the circumstances of the case under consideration.

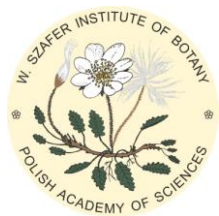
## **§6**

1. If the Commission finds the complaint to be justified, the Director of the Institute shall take steps to eliminate the identified irregularities and prevent their recurrence, as well as to provide assistance and support to the affected employee.

2. The Director of the Institute may impose a disciplinary penalty of a warning or a reprimand on the perpetrator of mobbing or discrimination, or terminate their employment contract. In particularly justified cases, the Director of the Institute may terminate the employment relationship with the perpetrator.

## **§7**

Proceedings conducted by the Committee regarding a complaint of mobbing or discrimination do not preclude either party from referring the matter to the courts.



**POLISH ACADEMY OF SCIENCES  
W. SZAFER INSTITUTE OF BOTANY**

Lubicz 46, PL-31-512 Kraków, Poland  
tel. [+48 12] 424-17-00 fax [+48 12] 421-97-90  
www.botany.pl



HR EXCELLENCE IN RESEARCH

## **IV. Final provisions**

### **§8**

1. Managers of all organisational units of the Institute are required to familiarise their subordinate staff with this Procedure within 30 days of its introduction.
2. An employee shall confirm that they have read the Anti-Harassment and Anti-Discrimination Procedure by submitting a declaration in accordance with the template set out in Appendix 1 to this Procedure. The declaration shall be kept in the employee's personnel file.
3. When recruiting new employees, the Human Resources and Recruitment Department is obliged to familiarise them with the Anti-Mobbing and Anti-Discrimination Procedure immediately prior to the commencement of the employment relationship. The provisions of paragraph 2 shall apply mutatis mutandis.

*The source document is Order No. 6/2025 of the Director of the Institute of Botany, Polish Academy of Sciences, signed on 25 February 2025.*