

Procedure for handling sexual harassment and other types of inappropriate behaviour

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1. Purpose

The present Directive implements the provisions of the Code of Ethics and details the procedure for dealing with sexual or other harassing behaviour, including discrimination of any kind, on the SAU campus. In cases specified in Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Institutions Act), as amended, the handling of the reported incidents shall be subject to Act No. 500/2004 Coll., on Administrative Code, as amended. SAU dissociates itself from sexual harassment, gender-based violence, any form of discrimination and any other harassing behaviour that may negatively affect SAU employees, academic staff and students in any way. The procedure described below is not a substitute for judicial or criminal proceedings and, therefore, has different requirements.

2. Identification of persons referred to in the text and their meaning

ŠKODA AUTO Vysoká škola o.p.s. (hereinafter referred to as SAU) rejects any form of discrimination that would adversely affect its male and female employees, academic staff or students. SAU treats all persons equally, regardless of their sex or gender; therefore, the following terms listed below are used in the text, and their meaning is explained as follows:

Student	All male and female students of SAU
Employee	All male and female employees of the SAU
Witness	Female or male witnesses in the reported case
Victim	Female or male person who is the victim in the reported case
Whistleblower	Female or male reporting harassing behaviour

Perpetrator	Female or male initiating the harassing behaviour
Study Officer	Female or male in the position concerned
Academic staff member	Female or male in the position concerned

3. Definition of terms

The following inappropriate behaviour may occur on campus between students or members of staff, or be instigated by members of staff against students and by students against staff members.

3.1. Sexual harassment

Sexual harassment is defined as any unwanted verbal, non-verbal, or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity, in particular by creating an intimidating, hostile, degrading, humiliating, or offensive environment.

3.2. Gender-based discrimination

Gender-based discrimination refers to behaviour where, in a similar situation, one person is treated differently from another individual of a different gender. Gender discrimination also includes acting based on gender stereotypes, where a gender stereotype is a preconceived idea that arbitrarily assigns characteristics or roles to women and men determined by their gender.

4. Reporting and addressing concerns

4.1. Contact person

If any student, member of academic staff or employee becomes the victim of or witnesses any form of sexual harassment, discrimination or other harassing behaviour, they have the right to report such an incident to the contact person. The current contact persons authorised to handle the intolerable conduct described above on the SAU campus are listed on the University's website. The website also includes a brief introduction of those persons and a summary of their respective areas of responsibility for which students, members of the academic staff and employees may contact them. There are two contact persons at the SAU. One holds the position of Lawyer, and the other is the HR Award&DEI&GEP Specialist. The victim has the right to choose the contact person according to his/her preference.

The possibility of contacting the Ethics Committee directly is still available. The options for approaching the Ethics Committee are described in more detail on the University's website in the Ethics Committee section.

The contact person shall hear the whistleblower, not belittle the situation in any way, and offer full support and assistance in dealing with the complaint. The contact person shall provide the whistleblower with options for addressing the complaint and inform the whistleblower of the resolution process and its outcome.

If a witness to the incident or the victim himself/herself confides in someone else in the SAU (student officer, teacher, etc.), that person may approach the contact person and report the incident. The contact person may then offer the person concerned a face-to-face meeting via

the whistleblower or, at the very least, offer assistance via the whistleblower in the form of cooperation with one of the external counselling services involved. Both options shall be offered to the person concerned, who will be able to choose the solution he or she feels most comfortable with. As one of its main objectives, SAU pursues creating a safe and equal environment for all its staff, academic staff and students alike.

In cases where a student or employee struggles with one of the forms of inappropriate behaviour mentioned above on campus, SAU shall provide professional counselling by external psychologists.

A list of external counselling services is publicly available on the SAU website under Sexual Discrimination and Other Harassing Conduct. External psychological counselling can also be arranged through the contact persons.

4.2. Complaint record

After reporting the incident, the contact person shall fill out a Complaint Record form, providing full details such as the names of the perpetrator and the victim, the nature of the harassment or other inappropriate behaviour and the subsequent procedure for resolution. A sample form is attached to this Directive.

4.3. Confidentiality

In order to prevent secondary victimisation, all persons involved in the discussion regarding the complaint and the handling of inappropriate behaviour on the SAU campus are subject to a confidentiality obligation throughout and after the settlement of the matter.

4.4. Addressing the complaint

If the perpetrator of the inappropriate behaviour is a student, the contact person shall refer the case to the Disciplinary Committee for handling; the Disciplinary Committee shall decide on the offence in compliance with the Disciplinary Regulations of SAU.

If the perpetrator is an employee or academic staff member, the contact person shall consider the seriousness of the reported behaviour and refer the matter either to the Ethics Committee, which will proceed according to the Statutes and Rules of Procedure of the Ethics Committee, or the supervisor of the accused employee.

If the perpetrator or victim is concurrently a member of the Ethics Committee, the procedure shall follow the Statute and Rules of Procedure of the Ethics Committee. If the perpetrator or victim is a member of the Disciplinary Board, the Disciplinary Rules shall apply.

If the seriousness of the harassing behaviour requires reporting to the state authorities, it is up to the reporting party (the victim) to initiate the report. In this case, SAUSA will provide full assistance as required.

If the investigation reveals an intentionally false allegation, the reporting party (whistleblower) will subsequently be treated as the perpetrator, and the above procedure will be followed. This means that if a student makes a false allegation, their actions will be assessed by the Disciplinary Committee. If an employee or member of the academic staff has made a false allegation, his/her conduct will be investigated by the Ethics Committee.

5. Annexes

Annex No. 1: Complaint record