



# BIULETYN PRAWNY

## UNIwersytetu Mikołaja Kopernika w Toruniu

Rok 2024; poz. 292

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### ORDER No. 145

by the Rector of Nicolaus Copernicus University in Toruń

#### **Policy on counteracting mobbing (bullying/harassment), unequal treatment and other undesirable behaviours at Nicolaus Copernicus University in Toruń**

Pursuant to Article 52 (3) of Resolution No. 37 of the Senate of Nicolaus Copernicus University of Toruń dated April 16, 2019, Statute of Nicolaus Copernicus University in Toruń (UMK Legal Bulletin of 2024, item 10)

**it is provided**, as follows:

*Nicolaus Copernicus University in Toruń, respecting the standards in force in Poland and European Union standards of respect and protection of inherent and inalienable human dignity, and taking into account their importance for the formation of a friendly atmosphere of interaction and development of all groups that make up the university environment, introduces the Policy against mobbing, unequal treatment and other undesirable behaviours.*

*The dignity of each person pursuing his or her aspirations, performing tasks within the framework of activities and on behalf of the University, is a value protected and promoted at the University in particular, by providing a working, educational and scientific environment free from any behaviour that may violate this dignity.*

### **Chapter 1**

#### **General provisions**

#### § 1

The purpose of the Policy against mobbing, unequal treatment and other undesirable behaviours at Nicolaus Copernicus University in Toruń, hereinafter referred to as the 'Policy', is:

- 1) to support activities that foster positive relations in the university community;
- 2) to strive for the development of a university environment free from mobbing, unequal treatment and other undesirable behaviours, in particular through preventive, intervention and support activities.

## § 2

1. The Policy applies to persons belonging to the university community, performing tasks for the benefit of Nicolaus Copernicus University in Toruń.
2. To persons belonging to the university community, performing tasks within the framework of medical activity for the benefit of an independent public health care facility, for which the entity creating is Nicolaus Copernicus University in Toruń, the relevant regulations in force in that facility apply.

## § 3

1. The Policy defines the rights and obligations of members of the university community to prevent mobbing, unequal treatment and other undesirable behaviours.
2. The Policy also defines the rules of University regarding:
  - 1) promoting activities to ensure respect for the dignity and personal rights of members of the university community;
  - 2) carrying out intervention activities to prevent and counteract mobbing, unequal treatment and other undesirable behaviours;
  - 3) giving notice of behaviours that may be classified as mobbing, unequal treatment or other undesirable behaviours;
  - 4) intervening and conducting an investigation, whether ordinary or by commission, in the event of a reasonable suspicion or occurrence of mobbing, unequal treatment or other undesirable behaviours;
  - 5) the activities of the Rector's Deputy for counteracting mobbing and the Rector's Deputy for equal treatment, as well as the commission investigating cases concerning mobbing, unequal treatment or other undesirable behaviours;
  - 6) applying the consequences provided for by law in relation to persons belonging to the university community who have committed mobbing, unequal treatment or other undesirable behaviours;
  - 7) providing assistance and support to persons belonging to the university community, in connection with the effects of mobbing, unequal treatment or other undesirable behaviours;
  - 8) conducting periodic assessment of the Policy.

## § 4

1. The legal basis of the Policy is:
  - 1) Articles 11<sup>1</sup>-11<sup>3</sup>, 18<sup>3a</sup>-18<sup>3c</sup> and 94<sup>3</sup> Article 1 of the Act of 26 June 1974, the Labour Code (Journal of Laws of 2023, item 1465), hereinafter referred to as the 'Labour Code Act';
  - 2) Act of 3 December 2010 on the implementation of certain provisions of the European Union in the field of equal treatment (Journal of Laws of 2023, item 970), hereinafter referred to as the 'Act on the implementation of certain provisions of the EU', subject to Article 2.2 of that Act;
  - 3) Article 6.14 and 6.15, Article 8.10 of Order No. 166 of the Rector of the University of Nicolaus Copernicus in Toruń dated November 4, 2019. Work Regulations of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2023, item 251);

- 4) Order No. 30 of the Rector of the University of Nicolaus Copernicus in Toruń dated February 24, 2022 on the introduction of the Gender Equality Plan for the University of Nicolaus Copernicus in Toruń for the years 2022-2026 (NCU Legal Bulletin 2022 item 56).
2. The legal acts whose provisions form the legal basis of the Policy are made available on the University's website dedicated to counteracting mobbing, unequal treatment and undesirable actions.

## § 5

1. Whenever the Policy refers to:
  - 1) **Mobbing** – this shall be understood as actions or behaviours concerning an employee or directed against an employee, consisting of persistent and prolonged harassment (mental or physical) or intimidation of an employee, causing the employee to have a low opinion of his or her professional suitability, causing or intended to humiliate or ridicule the employee, isolating him or her or eliminating him or her from the team of co-workers, according to Article 94<sup>3</sup> Article 2 of the Labour Code Act;
  - 2) **Unequal treatment** – this shall be understood as treating individuals in a manner that is one or more of the following behaviours: direct discrimination, indirect discrimination, harassment, sexual harassment, as well as less favourable treatment of an individual resulting from rejection of harassment or sexual harassment, or submission to harassment or sexual harassment, and encouraging such behaviours and ordering these behaviours, in accordance with the Labour Code Law and the Law on Implementation of Certain EU Regulations;
  - 3) **Other undesirable behaviours** – this shall be understood as undesirable behaviours other than those specified in points 1-2, in particular, taking the form of harassment or stalking by means of name-calling, sarcasm, teasing and unjustified criticism, dissemination of false information, cyberbullying, threats of use or actual use of physical violence, often involving abuse of authority, causing or intended to undermine or diminish competence and skills, humiliate, denigrate, violate dignity or create a hostile environment, disrupt work or study by causing stress, anxiety, fear or illness;
  - 4) **University community** – this shall be understood as employees, doctoral students and students of the University;
  - 5) **Employee** – this shall be understood as a person employed at the University on the basis of a contract of employment, appointment, election, appointment or cooperative employment contract, in accordance with Article 2 of the Labour Code;
  - 6) **Doctoral student** – this shall be understood as a doctoral student of the University studying at a doctoral school in accordance with the Regulations of the Doctoral School of Nicolaus Copernicus University in Toruń or pursuing doctoral studies in accordance with the Regulations of Doctoral Studies of Nicolaus Copernicus University in Toruń;
  - 7) **Student** – this shall be understood as a student of University pursuing studies, in accordance with the Rules and Regulations of Nicolaus Copernicus University in Toruń;
  - 8) **University or Employer** – this shall be understood as the Nicolaus Copernicus University in Toruń;
  - 9) **Competent Deputy of the Rector** – this shall be understood as the deputy for counteracting mobbing or the representative for equal treatment.
2. Personal names used in the Policy, in accordance with generally applicable laws, in the masculine gender, specifying membership in a social or professional group, position held or function performed, also refer to the feminine gender or indefinite, in accordance with the direction of changes in the Polish language, aimed at to lexical symmetry in the field of personal names.

## **Chapter 2**

### **Rights and responsibilities of the university community**

#### § 6

1. Individuals belonging to the university community have the right to have their dignity and personal rights respected in the place of work, education and study.
2. Individuals belonging to the university community have the right to perform their work, education or research and scientific activities in an environment free from harassment, unequal treatment and other undesirable behaviours.

#### § 7

1. Mobbing, unequal treatment and other undesirable behaviours are prohibited at the University.
2. Each person belonging to the university community is obliged to:
  - 1) respect the dignity and personal rights of others;
  - 2) refrain from any manifestations of mobbing, unequal treatment and other undesirable behaviours;
  - 3) familiarize with the Policy and comply with its provisions.
3. Every person belonging to the university community familiarizes themselves with the Policy:
  - 1) employee – in the Department of Employee Affairs or the Department of Employee Affairs of CM, which is confirmed by submitting a declaration, in accordance with the template constituting an appendix to this regulation, which is kept in the personal files;
  - 2) doctoral student and student – via the USOS system, which is confirmed electronically in the system.

#### § 8

In matters relating to mobbing, unequal treatment or other undesirable behaviours at the University, the Rector acts on behalf of the employer, directly or through the Rector's appropriate representative.

#### § 9

Persons belonging to the university community, in particular persons holding managerial positions and their deputies, heads of organizational units and administrative units as well as the chairmen of the doctoral student government, the student government and their deputies, are obliged to cooperate on an ongoing basis and provide all assistance to the Rector and the competent Rector's Deputy and the commissions and team referred to in the Policy, in matters concerning mobbing, unequal treatment and other undesirable behaviours at the University.

## **Chapter 3**

### **Rector's Deputies**

#### § 10

1. The Rector appoints a Deputy for Counteracting mobbing and a Deputy for Equal Treatment.
2. The Deputies referred to in Article 10.1 are also competent in matters of other undesirable conduct.
3. The Rector shall appoint the Deputies referred to in Article 10.1 from among persons belonging to the university community, having an unblemished reputation and specialist qualifications or experience or significant knowledge in the field of mobbing or unequal treatment and other undesirable behaviours, respectively.

## § 11

1. The tasks of the Rector's Deputy for Counteracting Mobbing include taking actions aimed at implementing the Policy, in particular preventing and eliminating manifestations of mobbing and other undesirable behaviours.
2. The Rector's Deputy for Counteracting Mobbing carries out his/her tasks through:
  - 1) giving an opinion on internal legal acts of the University;
  - 2) applying to the competent authorities of the University with an initiative to issue new or amendments to existing internal legal acts;
  - 3) coordinating preventive measures;
  - 4) monitoring the manifestations of mobbing;
  - 5) receiving reports of mobbing;
  - 6) conducting ordinary investigation of cases involving mobbing;
  - 7) expressing a written position on mobbing and making recommendations to eliminate it.

## § 12

1. The tasks of the Rector's Deputy for Equal Treatment include taking action to implement the Policy, in particular to prevent unequal treatment and eliminate any manifestation of discrimination, in particular on the basis of gender, ethnic origin, nationality, religion or belief, worldview, political opinion, disability, age, sexual orientation, personal or family situation, and other undesirable behaviours.
2. The Rector's Deputy for Equal Treatment performs his/her tasks through:
  - 1) giving an opinion on internal legal acts of the University;
  - 2) applying to the competent authorities of the University with an initiative to issue new or amendments to existing internal legal acts;
  - 3) coordinating preventive measures;
  - 4) monitoring the manifestations of mobbing;
  - 5) receiving reports of mobbing;
  - 6) conducting ordinary investigation of cases involving mobbing;
  - 7) expressing a written position on mobbing and making recommendations to eliminate it.

## § 13

The Rector's Deputy for Countering Mobbing and the Rector's Deputy for Equal Treatment cooperate in particular with the Rector's Deputy for Safety, the Academic Ombudsman and the ombudsmen and disciplinary committees for students, doctoral students and academic teachers, as well as with the organizational units of the University.

## § 14

By October 30 of each year, the Rector's competent deputy shall submit to the Rector a report on his/her activities for the past academic year.

## § 15

Administrative and office and organizational support for the work of the Rector, the Rector's Deputy for Countering Mobbing, the Rector's Deputy for Equal Treatment and the commissions conducting the commission investigations referred to in the Policy are provided by the Employee Affairs Department or the CM Employee Affairs Department.

## **Chapter 4**

### **Preventive measures**

#### **§ 16**

In order to prevent mobbing, unequal treatment and other undesirable behaviours, the following preventive measures are being taken at the University for members of the University community:

- 1) training;
- 2) consultations;
- 3) promotional activities;
- 4) research.

#### **§ 17**

Mandatory training on mobbing, unequal treatment and other undesirable behaviours and on the Policy is conducted for all members of the university community as part of initial and periodic safety training and occupational health and safety, the rules for which are defined by a separate order.

#### **§ 18**

1. Independent of the training referred to in Article 17, mandatory training on the Policy is conducted for University executives in connection with taking up a function or position.
2. Training for the University's management staff is mandatory for:
  - 1) the Rector;
  - 2) persons performing managerial functions and their deputies;
  - 3) heads of organizational units and their deputies;
  - 4) heads of administrative units and their deputies;
  - 5) chairperson of the University Council.
3. Training for the University's management staff is conducted no later than 6 months after the person concerned takes up the function or position.
4. Training for the University's management staff is provided by the employer.
5. Training for the University's management staff is held as far as possible during working hours. The employee retains the right to remuneration for the time of non-work in connection with participation in the training.
6. The receipt of training for University management shall be documented by the participant's signature on the attendance list.

#### **§ 19**

1. Consultations are conducted to provide information on mobbing, unequal treatment and other undesirable behaviours and the Policy.
2. The consultation shall be conducted by the competent Rector's Deputy.
3. Notification of the need for consultation may be made by any person belonging to the university community.
4. Notification may be made in any form, in particular by telephone or e-mail.

#### **§ 20**

1. Promotional activities are organized to promote a university community free of mobbing, unequal treatment and other undesirable behaviours.
2. Promotional activities are organized in the form of:
  - 1) panel discussions, seminars or workshops;

- 2) development and posting of informational materials in University publications, including the University's website dedicated to counteracting mobbing, unequal treatment and other undesirable behaviours and in social media.
3. Discussion panels, seminars or workshops are held, especially as part of the activities of the University Centre for Support and Personal Development.
4. The development and placement of information materials in university publications is carried out within the framework of tasks carried out by the NCU Promotion and Communication Department and the CM Promotion and Communication Department.

## § 21

1. Surveys are conducted to monitor the problem of mobbing, unequal treatment and other undesirable behaviours at the University.
2. Employee surveys are conducted in particular on the basis of Order No. 210 of the Rector of Nicolaus Copernicus University in Toruń dated October 24, 2023 on the procedure for employee satisfaction surveys at the University of Nicolaus Copernicus in Toruń (Legal Bulletin of Nicolaus Copernicus University in Toruń of 2023, item 379).
3. Surveys among students and postgraduate students are conducted in particular on the basis of Order No. 254 of the Rector of Nicolaus Copernicus University of Toruń dated November 18, 2020 on the procedure for surveying the satisfaction of students and participants of postgraduate studies at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2020 item 412).

## § 22

An individual providing services to the University on the basis of a civil law contract undertakes, with the conclusion of the contract, to familiarize with the Policy and comply with its relevant provisions.

## **Chapter 5 Intervention**

## § 23

In order to counter reported incidents of mobbing, unequal treatment or other undesirable behaviours, intervention actions are taken at the University in the form of ordinary or commission investigations.

## § 24

1. Notification of the occurrence of mobbing, unequal treatment or other undesirable behaviours, hereinafter referred to as 'notification', shall be submitted to the Rector or the competent Rector's Deputy.
2. If the notification concerns the Rector, it shall be submitted to the Chairperson of the University Council.
3. If the notification is made to an employee in a managerial position or to the head of an organizational unit or administrative unit, they shall immediately inform the Rector or the competent Rector's Deputy of the fact in order to determine the further course of action. The provision of Article 24.2 shall apply accordingly.

## § 25

1. Notification may be submitted in any form.
2. The notification shall include: the identification of the aggrieved person, the identification of the person accused of mobbing, unequal treatment or other undesirable behaviours, a description of the facts and, if possible, evidence in support of the circumstances indicated in the description of facts.
3. The notifying person shall provide his contact information in the notification.
4. In the case of anonymous notification, no intervention action shall be taken, and preventive measures may be taken.
5. An anonymous notification that does not indicate any instances of mobbing, unequal treatment or other undesirable behaviours at the University will not be considered.

## § 26

If the notification indicates circumstances justifying action by other entities, in particular, by the Rector's Deputy for Security or by the Academic Ombudsman, the competent Rector's Deputy shall forward the notification in accordance with its competence, informing the notifying person thereof.

## § 27

All persons performing activities in a case involving a notification of mobbing, unequal treatment or other undesirable behaviours at the University are required to maintain confidentiality as to all facts learned in the course of such activities, and may not copy and distribute documents relating to the case.

### **5.1. Normal investigation**

## § 28

1. The competent Rector's Deputy shall assess the reasonableness of the notification.
2. The notification which the competent Rector's Deputy determines to be unfounded shall be left without consideration.

## § 29

1. Deciding that the notification is justified, the competent Rector's Deputy shall immediately initiate the ordinary investigation procedure, hereinafter referred to as the 'investigation procedure'.
2. The competent Rector's Deputy shall inform the aggrieved person and the person accused of mobbing, unequal treatment or other undesirable behaviours, hereinafter referred to as 'participants in the investigation'.
3. In the event that the notification is submitted by a person other than the aggrieved party, the competent Rector's Deputy shall also inform the notifying person of the initiation of the investigation.
4. Taking into account the group of the university community to which the participants in the investigation belong, the competent Rector's Deputy shall inform the competent dean, the director of the doctoral school or the Chancellor of the initiation of the investigation.

## § 30



1. In order to clarify the case, the competent Rector's Deputy examines the evidence attached to the notification and interviews the participants in the investigation.
2. The competent Rector's Deputy may collect and examine evidence other than that attached to the notification and may interview persons having information in the case.
3. Appearance for interview in the investigation is mandatory.
4. The competent Rector's Deputy shall inform the person accused of mobbing, unequal treatment or other undesirable behaviours of the substance of the allegations made and instruct the person about the prohibition of retaliation.
5. The competent Rector's Deputy shall inform the notifying person of legal liability for slander of mobbing, unequal treatment or other undesirable behaviours.
6. Participants in the investigation shall be obliged to give explanations of the circumstances of the case truthfully and without concealing anything and, as far as possible, provide evidence.
7. If a participant in the investigation does not comment on the opposing party's assertions of facts, the competent Rector's Deputy, taking into account the results of the entire investigation, may consider these facts as admitted.

#### § 31

1. The competent Rector's Deputy shall prepare a protocol of the investigation.
2. The protocol of the investigation shall include:
  - 1) indication of the investigative activities carried out;
  - 2) findings and conclusions resulting from the investigation;
  - 3) recommendations as to how to handle the case;
  - 4) signature of the competent Rector's Deputy.
3. The competent Rector's Deputy shall forward the minutes of the course of the explanatory investigation to the Rector and deliver a copy of the minutes to the participants in the investigation.

#### § 32

The explanatory investigation should be completed within one month of receipt of the notification, and in justified cases it may be extended, but not longer than by another month.

### **5.2. Commission explanatory investigation**

#### § 33

1. If the level of complexity of the case indicated in the notification requires it, the competent Rector's Deputy shall submit to the Rector a recommendation to initiate a commission investigation procedure.
2. The competent Rector's Deputy shall submit a recommendation to initiate a commission investigation procedure to the Rector no later than 14 days from the receipt of the notification.
3. A commission investigation procedure shall also be conducted if the notification of mobbing, unequal treatment or other undesirable behaviours concern the Rector. In such a case, the Rector's competences specified in the Policy in the scope of a commission investigation procedure shall be exercised by the Chairperson of the University council.

#### § 34

1. Immediately after receiving the recommendation, the Rector shall decide to initiate a commission explanatory investigation or to consider the notification in another manner.
2. The Rector shall inform the participants in the investigation, the competent Rector's Deputy and, competent for the group of the university community to which the participants in the

investigation belong, the Dean, Director of the Doctoral School or the Chancellor of the decision made.

#### § 35

1. Commission explanatory investigations are conducted by commissions whose members are appointed from a list of persons belonging to the university community, having an impeccable reputation and specialist qualifications or experience or significant knowledge in the field of mobbing, unequal treatment or other undesirable behaviours.
2. Entry on the list referred to in Article 35.1 shall be made on the basis of candidates' submissions by:
  - 1) Deans – appoint two academic teachers and one non-academic employee from each faculty;
  - 2) The Chancellor and Vice-Chancellor for Medical College – appoint five administrative employees from the Toruń and Bydgoszcz parts of the University;
  - 3) The Rector and the Vice-Rector for Medical College – appoint three employees from non-faculty units in the Toruń and Bydgoszcz parts of the University;
  - 4) The Chairperson of the Student Government – appoints two students from each faculty;
  - 5) The Chairperson of the Doctoral Student Government – appoints one doctoral student from each doctoral school.
3. The application requires the candidate's written consent.
4. Candidates are submitted to the Rector.
5. The list referred to in Article 35.1 is announced by the Rector by way of an announcement.

#### § 36

1. The explanatory investigation shall be conducted by a commission composed of at least three members.
2. The commission is appointed by the Rector by order.
3. If the case concerns harassment or sexual harassment, at least half of the commission members are of the same sex as the injured party.
4. Appointment to the commission requires the prior consent of the person concerned to participate in the commission's work.
5. The commission may not include:
  - 1) persons participating in the explanatory investigation and their direct superiors and, in the case of a case concerning a student or doctoral student – the dean or director of the doctoral school, respectively;
  - 2) persons employed in the organizational unit or administrative unit to which the notification relates;
  - 3) persons belonging to the university community, in relation to whom, due to their legal or factual relationship with the persons specified in points 1 and 2, the existence of circumstances that may give rise to doubts as to their impartiality in the work of the commission is credible.

#### § 37

1. When appointing a commission, the Rector shall designate its chairperson, responsible for organizing the commission's work.
2. As part of organizing its work, the commission chairperson shall in particular:
  - 1) establish the schedule and agenda of commission meetings;
  - 2) direct commission meetings;
  - 3) invite persons providing explanations to commission meetings.
3. The Rector may grant a one-time task-related allowance to an employee appointed to the commission.

## § 38

1. The commission works in meetings.
2. The Chairperson of the commission may invite experts from among the members of the university community to its meetings.
3. Meetings of the explanatory commission shall be held, to the extent possible, during working hours. A University employee retains the right to remuneration for the time of non-performance of work in connection with participation in the explanatory commission meeting.
4. For the time of participation in the explanatory commission meeting, a University employee shall be granted leave from work, and a doctoral student or student shall be excused for their absence from classes if, according to the schedule, classes are held during the commission meeting hours.

## § 39

The provisions of Articles 30-31 relating to the ordinary explanatory investigation and the competent Rector's Deputy shall apply accordingly to the commission explanatory investigations and the commission.

## § 40

The commission's explanatory investigations should be completed within two months of the date of receipt of the notification, and in justified cases it may be extended, but not longer than by another month.

### **5.3. Resolution of the case subject to explanatory investigation**

## § 41

1. When resolving a case that is the subject of an ordinary or commission explanatory investigation, based on the findings of the given investigation, the Rector may decide in particular on:
  - 1) conducting training in an organizational unit, administrative unit or in a specific group of the university community where mobbing, unequal treatment or other undesirable behaviours occurred.
  - 2) making personnel or organizational changes in order to prevent mobbing, unequal treatment or other undesirable behaviours;
  - 3) imposing sanctions against the perpetrator of mobbing, unequal treatment or other undesirable behaviours;
2. The Rector shall decide on the matter that is the subject of explanatory investigation no later than within 30 days from the date of submission of the minutes by the Rector's Deputy or the Chairperson of the commission.
3. The Rector shall immediately inform the participants of the investigation, the competent Rector's Deputy and, with respect to the group of the university community to which the participants of the investigation belong, the competent Dean, Director of the Doctoral School or the Chancellor, and in the case of a commission-based explanatory investigation – also the Chairman of the commission, about the resolution of the case that is the subject of the explanatory investigation.
4. The Rector's resolution shall end the given explanatory investigation.

## **Chapter 6**

### **Supporting activities**

#### **§ 42**

The University provides assistance and support to every person belonging to the university community who has been subjected to or has otherwise experienced the effects of mobbing, unequal treatment or other undesirable behaviours, in particular psychological and legal assistance within the framework of the activities of the University Centre for Support and Personal Development, the Copernican Integration Centre and the competent Rector's Deputies, as well as material support within the limits of the funds available, including for social activities.

## **Chapter 7**

### **Periodic evaluation of the Policy**

#### **§ 43**

1. The Policy is subject to periodic evaluation at least once every two years.
2. The date of evaluation of the Policy is decided by the Rector, after seeking the opinion of the trade unions, the doctoral student government and the student government.

#### **§ 44**

1. The Policy is assessed by an assessment team appointed by the Rector by order.
2. The assessment team consists of:
  - 1) representative of the Rector;
  - 2) representative of the University Senate;
  - 3) joint representative of the trade unions operating at the University;
  - 4) representative of the doctoral student government;
  - 5) representative of the student government;
  - 6) joint representative of the explanatory commission appointed during the period covered by the assessment;
  - 7) director of the University Support and Personal Development Centre;
  - 8) employee responsible for human resources management;
  - 10) head of the Employee Affairs Department;
  - 11) head of the CM Employee Affairs Department;
  - 15) health and safety and fire protection specialist;
  - 16) legal adviser.

#### **§ 45**

In connection with the evaluation of the Policy, the Rector obliges the Deans, Directors of non-faculty organizational units, the Chancellor and the Deputy Chancellor for Medical College to prepare written reports on mobbing, unequal treatment and other undesirable behaviours in the group of the university community directly subordinate to them.

#### **§ 46**

1. The assessment team prepares a written evaluation of the Policy containing an analysis of the period covered by the evaluation, conclusions and recommendations in order to increase the effectiveness of counteracting mobbing, unequal treatment and other undesirable behaviours at the University.
2. The evaluation of the Policy is submitted to the Rector immediately after its preparation.

## § 47

1. The Rector shall provide the university community with information on the conclusions and recommendations contained in the assessment of the Policy
2. The Rector shall make changes to the Policy by way of an order.

## **Chapter 8** **Transitional and final provisions**

## § 48

The provisions of the orders repealed by this order shall apply to internal proceedings in cases concerning mobbing or unequal treatment initiated and not concluded before the date of entry into force of this order and to the commissions appointed to conduct such investigations.

## § 49

1. By 31 January 2025:
  - 1) heads of organizational units and administration units are required to:
    - a) familiarising subordinate employees with this order,
    - b) forwarding to the Employee Affairs Department or the CM Employee Affairs Department, as appropriate, declarations signed by subordinate employees confirming that they have familiarised themselves with the provisions of the order and obliging them to comply with them, in accordance with Article 7.3.1;
  - 2) directors of doctoral schools and deans to enable doctoral students and students to:
    - a) familiarize themselves with this regulation in the USOS system,
    - b) submit declarations in the USOS system confirming familiarization with the provisions of the regulation and committing to comply with them, in accordance with Article 7.3.2;
  - 3) the director of the University Information Technology Centre to verify the USOS system in order to enable the implementation of the activities referred to in point 2;
  - 4) persons indicated in Article 35.2 to nominate candidates for commissions conducting explanatory investigations in cases concerning mobbing, unequal treatment or other undesirable behaviours at the University – candidates shall be reported to the heads of Employee Affairs Department or the CM Department of Employee Affairs, respectively.
2. The Employer will verify the templates of civil law contracts in force at the University in accordance with Article 22.

## § 50

The orders that cease to have effect:

- 1) Order No. 13 of the Rector of Nicolaus Copernicus University of Toruń of 11 February 2016 on the internal anti-mobbing policy at Nicolaus Copernicus University in Toruń (Nicolaus Copernicus University Legal Bulletin of 2016, item 54);
- 2) Order No. 209 of the Rector of Nicolaus Copernicus University of Toruń of October 12, 2021 on the procedure in cases of violation of the principle of equal treatment at Nicolaus Copernicus University in Toruń (Nicolaus Copernicus University Legal Bulletin of 2021, item 350).

## § 51

The order enters into force on August 29, 2024.

**R E C T O R**

**Prof. dr hab. Andrzej Sokala**