

Directive No. 5/2017
of the Director of the Institute of Physics of the Polish Academy of Sciences
of February 21, 2017,
on the Internal Anti-mobbing Policy

§1

In order to counteract and prevent the phenomenon of mobbing at the Institute of Physics of the Polish Academy of Sciences, I am introducing the Internal Anti-mobbing Policy constituting an attachment to this Directive.

§2

The directive enters into force on the day it is announced.

Internal Anti-mobbing Policy
at the Institute of Physics of the Polish Academy of Sciences
of February 21, 2017

§1 General provisions

1. The purpose of establishing the Internal Anti-mobbing Policy at the Institute of Physics of the Polish Academy of Sciences is to counteract and prevent the phenomenon of mobbing.
2. Whenever the Internal Anti-mobbing Policy mentions:
 - a) mobbing: it refers to actions or behaviour concerning an employee or directed against an employee, consisting of persistent and long-term harassment or intimidation of the employee, resulting in an understated self-assessment of their professional suitability, causing humiliation or aiming to humiliate the employee, isolating them or eliminating them from the team of co-workers;
 - b) the Anti-mobbing Commission, hereinafter referred to as the "Commission": it refers to a collegial body appointed by the Director of the Institute to handle and review complaints of mobbing;
 - c) employee: it refers to a person who is in an employment relationship with the Institute of Physics of the Polish Academy of Sciences or a PhD student who is a student of International Doctoral Studies at IF PAN.

§2 The Purpose of the Internal Anti-mobbing Policy

1. The main goal of introducing the Internal Anti-mobbing Policy is to support activities that help build positive relations between employees at the Institute of Physics of the Polish Academy of Sciences.
2. The Institute of Physics of the Polish Academy of Sciences shall endeavour to ensure that the work environment is free from mobbing and other forms of abuse, whether perpetrated by superiors or other employees.
3. The Institute of Physics of the Polish Academy of Sciences does not accept mobbing or any other forms of psychological abuse.
4. Employees are obliged not to undertake any actions bearing the features of mobbing and to counteract its perpetration by other persons.
5. Creating situations that encourage mobbing or the practice of mobbing itself may be considered a violation of fundamental employee obligations.

§3 Anti-mobbing Procedures

1. An employee who considers that they have been subjected to mobbing may report this fact in writing in the form of a direct complaint, bypassing the usual official route, to the Director of the Institute of Physics of the Polish Academy of Sciences or to one of his Deputies.
2. The complaint should present the factual circumstances, evidence in support of the circumstances mentioned, and an indication of the perpetrator or perpetrators of mobbing. The injured party should personally sign the complaint and date it.

3. Proceedings concerning a complaint of mobbing are conducted by a five-person Anti-mobbing Commission, each time appointed by the Director of the Institute of Physics of the Polish Academy of Sciences.
4. If the complaint concerns the Director of the Institute, the composition of the Commission is determined by the Presidium of the Scientific Council of the Institute of Physics of the Polish Academy of Sciences.
5. A member of the Commission may not be a person who is the subject of the complaint of mobbing or the head of the organizational unit in which the complainant employee is employed.
6. The Commission begins its proceedings within 7 business days from the date of its appointment.
7. The proceedings before the Commission are confidential.
8. After hearing the complainant and the employee accused of mobbing and any witnesses, and considering the evidence submitted by them, the Commission assesses the merits of the complaint and submits this assessment, along with the conclusions and possible recommendations regarding necessary actions, to the Director of the Institute.
9. All documents from the meetings of the Commission are presented to the persons who are parties to the proceedings.
10. If the complaint is found justified, the Director of the Institute initiates disciplinary proceedings against the person accused of mobbing and takes steps to eliminate the identified irregularities and prevent their repetition.
11. If the complaint is found to be unjustified, the Commission carries out explanatory proceedings to determine whether the accusation of mobbing had a slanderous character.
12. The minutes of the meetings of the Commission and the assessment of the merits of the complaint prepared by the Commission are kept in a sealed envelope in the Human Resources and Payroll Department for 3 years.