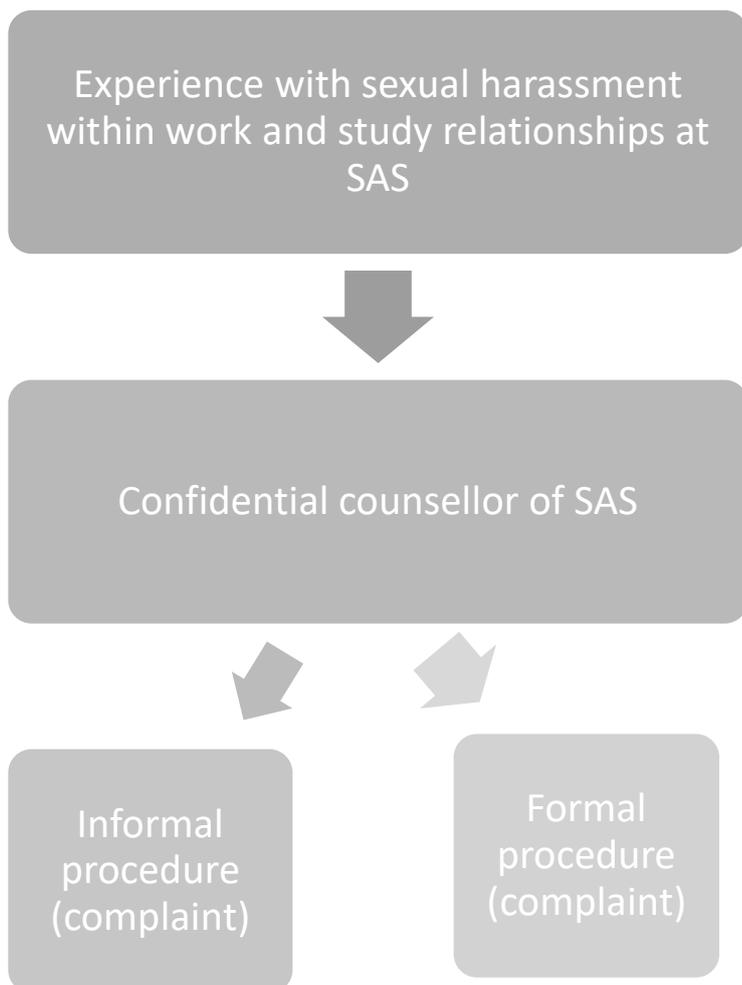


# PROCEDURES FOR REPORTING AND RESOLVING CASES OF SEXUAL HARASSMENT AT THE SLOVAK ACADEMY OF SCIENCES

## CONSULTATION PROCEDURE for cases of sexual harassment



The aim of the consultation procedure is to counsel the person who has experienced sexual harassment prior to filing an informal or formal complaint.

The Slovak Academy of Sciences (SAS) has at least 3 confidential counsellors who are members of the SAS Commission for Equality or work closely with the commission. The counsellors received training on the topic of sexual harassment (incl. training on the reporting at SAS). In their counselling work, the counsellors also observe the principle of confidentiality. The confidential counsellor cannot act without the consent of the complaining person. Only with the consent of the complaining person or upon their initiative, the counsellor can submit an informal complaint to the director of the relevant organisation.

The confidential counsellor provides counselling. Based on this counselling, the person who has experienced sexual harassment can decide whether to file a complaint and whether this complaint will be formal or informal.

## INFORMAL PROCEDURE (COMPLAINT) for cases of sexual harassment

Experience with sexual harassment within work and study relationships at SAS



Director of the relevant organisation



Rectification of the situation

The aim of the informal procedure is to stop sexual harassment, or assure the rectification of the situation without a formal enquiry into the complaint, and therefore also without sanctions.

The informal procedure can be used by persons who have experienced sexual harassment, confidential counsellors, and third parties (i.e., witnesses of sexual harassment). The informal procedure is also open to anonymous complaints.

Within the informal procedure, the director of the relevant organisation is informed about the harassing behaviour (e.g., by email, letter, in person). The person who submits an informal complaint can also invite other persons (e.g., head of department, confidential counsellor, etc.) to communicate with the director with them or on their behalf. If the director has potentially committed the harassing behaviour, the vice-president of the SAS for the given science department is informed instead.

Then the director of the organisation (with the consent of the harassed person) conducts a confidential interview with the person who committed the sexual harassment according to the complaint. The director can also speak confidentially with the harassed person (in case the complaint was submitted by a third person or anonymously, this can be done only with the consent of the harassed person). The director informs these persons about the complaint, the gravity of harassing behaviour in the workplace and about the potential sanctions in case of a formal complaint. The aim of this procedure is to stop harassment in case it was a misunderstanding or the harassing person had insufficient information about what kind of behaviour is prohibited by the SAS Code of Ethics and the Anti-Discrimination Act. At the

same time, the director of the organisation is informed about the principle of confidentiality with regards to all acquired information, as breach of this confidentiality can lead to the so-called unjustified penalty (§2a of the Anti-Discrimination Act).

## FORMAL PROCEDURE (COMPLAINT) for cases of sexual harassment

Experience with sexual harassment within work and study relationships at SAS



The aim of the formal procedure is to stop sexual harassment and sanction the person who committed the sexual harassment. The formal procedure is also recommended to be used when the informal procedure has failed.

In case of the formal procedure, a formal non-anonymous complaint is submitted by the person who has experienced sexual harassment. They submit the complaint in written electronic form or in form of a letter to any member of the SAS Commission for Equality.

SAS Commission for Equality  
(formal enquiry into the complaint)

The commission then informs the director of the organisation where the persons are employed or studying - i.e., the person who filed the complaint and the person who committed the harassment according to the complaint. At the same time, the commission will instruct the director about the principle of equal treatment and the prohibition of the so-called unjustified penalty (§ 2a of the Anti-Discrimination Act).

The commission then enquires whether the complaint was justified, unjustified or states that sexual harassment was not confirmed during the formal enquiry. In order to enquire about the complaint, the commission collects evidence of sexual harassment. This is done by conducting confidential interviews with the person who complained about the harassment, with the person who committed the harassment according to the complaint, and possibly also with other persons employed or studying at SAS.

Director of the relevant organisation  
(rectification of the situation)

At the end, the commission issues a statement on the results of the formal enquiry of the complaint. Based on the severity of the proven behaviour, the commission suggests recommendations to the SAS Presidency and to the director of the relevant organization, who then decide on the possible sanctions and measures to correct the situation.