Guide to the procedure in cases of sexual harassment, (cyber) bullying, stalking and any form of discrimination

- Students council, staff council, women’s representatives, representatives for gender equality, disabilities’ representatives, international officers, ombudsman, representatives of doctoral students, deans of studies, psychologist (contact via course guidance service)

** The mediation commission is occasionally set up with 2 permanent members (legal department, psychologist) and 1 – 2 members depending on the subject matter

1. **Sexual harassment, (cyber) bullying, stalking, discrimination?**
   - **Direct resistance**
   - **Documentation (date, place, facts, witnesses, …) provided by person affected**
   - **Person in a position of trust or advice centre***
   - **Conversation or letter**
   - **Further incident**
     - At the request of the person affected, the person in a position of trust or the advice centre lodges a complaint with the mediation commission*** via legal department
   - **Mediation commission listens to both sides Protocol**
   - **Mediation commission asks the President or Chancellor to initiate a formal procedure**
   - **Observation, review**

2. **Criminal, industrial law, or civil service incident e.g. violence**
   - **Success: Behaviour remedied**

3. **Industrial law, civil service, criminal consequences**
   - **Immediate initiation of a formal procedure by responsible bodies**
   - **Success: Behaviour remedied Settlement of procedure**

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