Possibilities for counselling and intervention in case of conflicts, discrimination, and sexual harassment (for employees)

Available 24/7 in case of acute emergency: police 133 and 112, university security 01 4277 777

If there is unwanted behavior or a conflict, and you wish for counselling, intervention, support or action, you can decide between two general possibilities.

The first possibility is to turn to non-binding and confidential counselling. The second possibility is to turn to acting instances.

Possibility 1: counselling

Part of the counselling services are the <u>Equal Opportunities Working Party</u>, the <u>Works Council</u>, and the <u>Arbitration Commission</u>. The Arbitration Commission can also act. Further steps by all three services will only be taken with your consent.

First, these services will offer a consultation. If the person affected wishes for intervention, they will be pointed to the acting instances. If not, mediation will be attempted and approaches to solutions will be sought to put an end to the behavior. If the behavior continues, you can get another consultation that can lead to the acting instances if desired.

Possibility 2: acting

Part of the acting instances are the <u>Arbitration Commission</u> that takes further steps only with your consent, the direct supervisor and/or the <u>head of Human Resources</u>. They are obliged to take further steps due to employer's duty of care.

The first step is a clarification of facts by questioning of all parties involved. Then immediate actions are taken by university management. Finally, there can be disciplinary actions (e.g. warning, termination of contract, layoff).

During the entire time: accompanying

During the entire process, the following services are available to accompany you: <u>Sexual Harassment and Bullying Counselling Office</u>, <u>Work Psychology</u> and <u>Conflict Resolution Counselling Services</u>.