

POZNAŃ UNIVERSITY
OF ECONOMICS
AND BUSINESS

The Code of Good Practices

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on the basis of Order No. 11/2022 CODE OF GOOD
PRACTICES FOR PROCEEDINGS

IN HARASSMENT MATTERS created by
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POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE

The Code of Good Practices



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The Code of Good Practices of the Poznań University of Economics and Business is a set of rules that should be followed by the PUEB community on issues shaping attitudes of openness and tolerance. It is an incentive and promotion of developing and implementing policies and procedures that will lead to the creation of a place free from discrimination, where people working and studying respect each other, their inviolability and dignity, privacy and law to equal treatment regardless of sex, race, colour, language, religion, political and other beliefs, ethnic, national and social origin, belonging to a national minority, sexual orientation and other grounds.

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Details can be found in the Rector's Order No. 11/2022.

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Knock! Knock! Did I find tolerance in you?

Tolerance plays a significant role in the process of building an inclusive University. We often understand it as something natural, according to the principle that if something does not suit you on a mental or emotional level, you still have to accept it.

However, tolerance does not mean coercion. You don't have to put up with someone or something causing you anxiety, and tension or depriving you of emotional, physical, and intellectual development. People around you have the right to express themselves, to act and to have other motivations. And you don't deny their behaviours and allow yourself to live without judging others, respecting your own boundaries.

From the point of view of social psychology, tolerance is the ability to live with people who matter they differ from each other, whether because of their physical characteristics, values, tastes or ideologies.

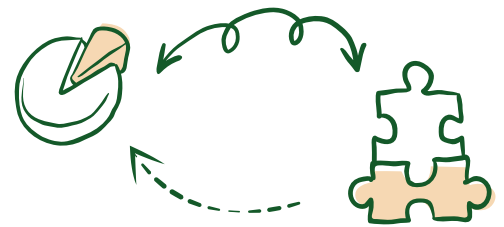
CONSIDER!

What manifestations of intolerance do you see in your environment?
How do you react?
Or maybe you experience intolerance towards yourself?

REMEMBER!

Intolerance is not limited to gender and orientation
psychosexual, but every aspect of our identity.





Human diversity

is based on personal identity,
which can be divided into the following dimensions:

Primary identity

that is, those physical and mental characteristics that cannot be acquired, whether or not a person has no influence on their acquisition.

These are, for example, gender, age, race, national and ethnic origin, sexual orientation and (dis)ability.

Secondary identity

that is those physical and mental characteristics that we acquire during our lives. These include religion, language, generation, education, parental status, marital status, appearance, location residence and social class.

Organizational identity

is related to employment they include the following characteristics: function, sector (public, private, NGO), department, team or job. Conscious management of diversity has on to create an environment in which everyone feels comfortable respected and appreciated and where he can fully realize his own potential, which of course contributes to the University's success.

Symptoms of intolerance

Intolerance and discrimination may include unwanted behaviour of a physical nature, verbal or non-verbal.

unwanted behaviour of a physical nature

pushing, jostling, hitting, kicking, pulling (body parts, hair, clothes), splitting, destroying possessions of the harassed person to intimidate them, threatening by throwing hands.

unwanted behaviour of a verbal nature

unwanted jokes referring to racial, ethnic, religious, or other stereotypes, degrading statements that disregard differences, offensive and vexatious racist, homophobic, sexist comments or comments on personal religious beliefs, health, physical appearance and other qualities, offensive and pesky comments on age, disability, sexual orientation, publishing of humiliating text about the harassed person through e-mail, or social media, spreading gossip or fake information in social media, sending vexatious text messages, discrimination against religious holidays, traditions, and religious practices, pressure or imposing personal religious beliefs on somebody, using offensive language, swearing, shouting, threatening, insulting in private or public, using offensive references to mental, physical or psychical disability, isolating the disabled, obstructing expression, repression, setting higher requirements for a selected group.

unwanted behaviour of a non-verbal nature

offensive gestures or noises (whistling, chucking, sneering), which are not sexual, but refer to other qualities of the addressee, wearing clothes with offensive content directed to a specific group, e.g. age, ethnic, religious, national groups, etc., showing pictures or posters of racist character or images which are offensive to one particular group of people, flirty winking or bothersome staring.

favouritism protectionism

occurs when, in the workplace and academic community, a person who is in a position of power favours and rewards those who consent to his or her actions, while denying others – regardless of their merits – working or studying people who do not consent to actions that cross their boundaries, a career promotion, recognition of their merits, a pay rise or an evaluation of a project or passing an exam.

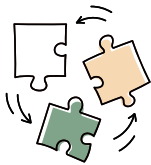
YOU HAVE CHOICE!

We all belong to the academic community and it depends on our actions which place we will create. It is important to respect the dignity of all people working and studying at PUEB. It is important to recognize manifestations of intolerance and discrimination and to react in such a way that victims do not feel ignored or trivialized. All working and studying people have to play a role in contributing to creating and maintaining a working and learning environment in which certain behaviours are unacceptable. It is also up to you what behaviours you allow!

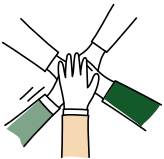
**If you decide that you want to work on your tolerance, what will you start with?
We have some tips for you. Choose at least one and start practising it right now.**



Don't judge and don't judge.
Show a bit of curiosity about new and unfamiliar things.
Instead of saying "that's stupid or pointless", say "that's interesting what you're saying".



Don't impose your views on others. Bet on the principle "I'm ok and you're ok too" and each of us can have a different view on a given situation.



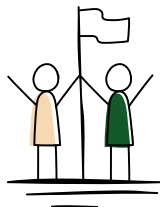
Reject negative and prejudiced thinking about people, e.g. of a different skin colour or sexual orientation. Instead of duplicating the opinions you hear, try to get to know them. You don't have to identify with their values, worldview or lifestyle, but by getting to know them, you have the opportunity to meet a different perspective and thus interesting people.



Adopt an attitude of open and active listening.



Work on empathic communication and understanding other people.



And be patient with yourself and others while respecting your own and others' boundaries.

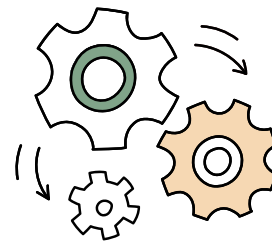
Now write down the tip you choose on a piece of paper and leave it in a visible place for you as a reminder in building a new habit. It will be extremely helpful in building an equal and inclusive workplace.

DON'T BE INDIFFERENT, REACT!

Give yourself permission to evaluate the situation.

Name the facts to establish what situation you are facing or witnessing

Think about what you want to do with this situation.



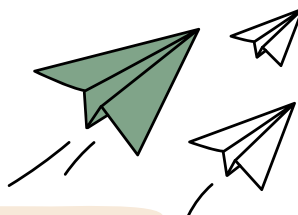
Possible responses:

direct answer – say what bothers you; show what is inappropriate for you and what you expect;

community response – seek support from others:

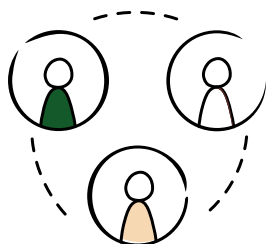
- Talking to a loved one,
- Person higher in the hierarchy,
- Elderly or of a different gender.

Following the formal PUEB procedure.



DON'T BE AFRAID TO ASK FOR HELP!

Take advantage of free psychological consultations for PUEB students and employees. Details are available on the University website.



Contact the person

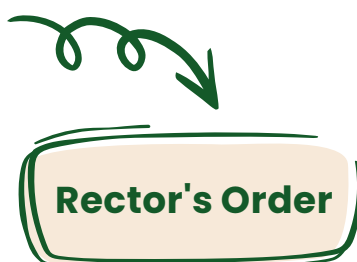
in the following functions and report what is happening:

- 1) Rector's Proxy for Equal Treatment in cases that regard employees, doctoral students and students of PUEB;
- 2) Rector's Proxy for Individuals with Disabilities at PUEB in cases that regard people with disabilities who are employees, doctoral students, and students of PUEB;
- 3) the manager of the Employee Affairs Department in cases that regard PUEB's employees;
- 4) the chairperson of PUEB's Doctoral Students Council in cases of PUEB's doctoral students;
- 5) the chairperson of the PUEB's Student Government in cases of PUEB's students;
- 6) PUEB's Student Advocate in cases of PUEB's students;
- 7) PUEB's Rector in cases of employees, doctoral students and students of PUEB.

PUEB authorities are legally obliged to ensure that all complaints concerning discrimination, bullying and victimization situations are investigated and dealt with within the framework of the university's policies and accompanying procedural measures.

The mere fact of making a report, including the names of those involved, and the conduct of the preliminary investigation will be treated as strictly confidential, and the complainant and the accused will be informed as appropriate.

Details can be found in Ordinance No. 11/2022



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