

# Protocol on Preventing and Resolving Conflicts Involving Violence against Women, Homophobia, Biphobia and Transphobia

## 1. Purpose

This protocol on preventing and resolving conflicts involving violence against women, homophobia, biphobia and transphobia sets out a series of guidelines and core criteria for dealing with discriminatory or violent behaviour or sexual harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression, within the managerial and organisational structure of the administrative or academic unit where the affected person or people work or study, in the course of, or resulting from, their professional or educational activity.

It has the following specific aims:

- a. To prevent the occurrence of discriminatory or violent behaviour or sexual harassment among members of the university community on the grounds of someone's sex, sexual orientation, gender identity or gender expression.
- b. Lay down guidelines for action to detect forms of behaviour as set out in Section 2 below, investigate them and, where applicable, take the necessary administrative or disciplinary action to deal with them.

## 2. Definitions

**2.1.** Based on the definitions of forms of behaviour set out in Act 5/2008, of 24 April 2008, on women's right to have violence against women eradicated, this protocol will be activated in the event that any of the following forms of violence against women occur either repeatedly or in isolation:

**Physical violence:** any action involving the use, or omission, of force against a woman's body that results in, or increases the risk of, physical injury or harm.

**Psychological violence:** any form of behaviour, of deliberate omission of behaviour, that undermines or causes suffering in a woman by means of threats, humiliation, degrading treatment, demands for obedience or submission, verbal coercion, insults, neglect or any other constraints placed on her freedom.

**Sexual violence and abuse:** any act of a sexual nature performed on a woman without her consent, including exhibitionism, voyeurism and the use of violence, intimidation, overpowering behaviour or emotional manipulation to force her into sexual acts, regardless of whether or not she is in a relationship with the alleged aggressor.

Violence against women in groups or society at large may take the following forms:

- a. **Sexual assault:** the use of physical and sexual violence against women involving the premeditated use of sex as a weapon to exert and abuse power.
- b. **Sexual harassment:** any unwanted verbal, nonverbal or physical behaviour of a sexual nature with the aim or effect of infringing upon a woman's dignity or creating an intimidating, hostile, degrading, humiliating, offensive or unpleasant environment for her.

Violence against women also includes any analogous behaviour that infringes, or has the potential to infringe, upon a woman's dignity, safety or freedom.

Other **sexist behaviours** such as criticisms, jokes or other insults aimed at belittling or disparaging a woman are often aimed at women as a whole and **will not be tolerated**.

**2.2.** Based on the definitions of forms of behaviour set out in Act 11/2014, of 10 October 2014, to guarantee the rights of lesbians, gays, bisexuals and transgender and intersexual people and to eradicate homophobia, biphobia and transphobia this protocol also will be activated in the event that any of the following forms of discriminatory behaviour directed at the LGBTI community occurs either repeatedly or in isolation:

**Harassment on the grounds of someone's sexual orientation, gender identity or gender expression:** any form of behaviour based on someone's sexual orientation, gender identity or gender expression with the aim or effect of infringing upon their dignity or physical or mental safety or creating an intimidating, hostile, degrading, humiliating, offensive or unpleasant environment for them.

### 3. Scope of Application

**3.1.** Objective scope of application: any of the forms of behaviour of the kind set out in Section 2 above produced verbally, in person or by electronic means (email, social media, WhatsApp, etc.).

**3.2.** Subjective scope of application: either both the affected person or people and the alleged perpetrator or perpetrators should be members of the ESCI-UPF university community; or, alternatively, one of the two parties should be a member of the ESCI-UPF university community and the other party should work for an external ESCI-UPF partner or contractor.

If, for whatever reason, the affected person or people is or are no longer a member of the ESCI-UPF university community, this protocol shall remain in force for a year after the date on which the affected person or people left employment as a member of the administrative and service staff or the teaching and research staff at ESCI-UPF or stopped being a student at ESCI-UPF, provided that the alleged perpetrator or perpetrators is or are still a member of the administrative and service staff or the teaching and research staff at ESCI-UPF or is or are still a student at ESCI-UPF and that the incident in question took place before the affected person or people left ESCI-UPF.

**3.3.** Territorial scope of application: the incident in question should have taken place within the scope of ESCI-UPF as an organisation and/or service provider, that is, either on any ESCI-UPF campus or anywhere off campus, provided that it occurred in the context of an activity or service organised by ESCI-UPF or was linked to a relationship arising from the professional or educational activity of the parties involved.

**3.4.** In accordance with the obligations regarding the coordination of business activities set out in Act 31/1995 and Royal Decree 171/2004, of 30 January 2004, implementing Article 24 of Act 31/1995, external contractors doing work for, or offering services to, ESCI-UPF should be informed of the provisions of this protocol.

Should a conflict arise between a member of the ESCI-UPF community and an employee of an external contractor, the two parties should notify each other to ensure that they each apply their respective action protocol and take the necessary steps and corrective action.

**3.5.** Any ESCI-UPF students or staff members taking part in a mobility programme or agreement are obliged to respect the laws of the host country and the rules and regulations of the host university or other institution in matters of violence against women and homophobia. Should there be a conflict between a member of the ESCI-UPF community and a member of another university, the two parties should notify each other to ensure that they each apply their respective action protocol and take the necessary steps, corrective action and any disciplinary action deemed necessary.

**3.6.** All ESCI-UPF students doing their mandatory or extracurricular internship shall be bound by the protocols on violence against women at the company or other organisation where they are doing their internship.

If an incident occurs and the company or other organisation where the student is doing their internship fails to activate their protocol on discriminatory or violent behaviour or sexual harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression, ESCI-UPF may activate their own protocol.

The director of ESCI-UPF may coordinate with the Careers Service Office to take any corrective precautionary measures to protect the affected person it deems necessary, as set out in Article 5.4 below. All cases should be duly reasoned and all parties involved should be notified.

## **4. Bodies Responsible for Enforcing the Protocol**

### **4.1. General scope of enforcement**

With regard to enforcing the protocol, the specific obligations for preventive management are distributed between ESCI-UPF bodies as follows:

- The director of ESCI-UPF, as the highest university authority, is the competent authority for launching and concluding the necessary administrative procedures to investigate any potential cases of discriminatory or violent behaviour or sexual harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression and for taking any necessary disciplinary action.
- The Gender Equality Policies Committee at ESCI-UPF should be informed of the actions taken to monitor and follow up on any such cases being investigated.

### **4.2. Specific scope of enforcement**

- The Equality Office should handle all cases reported; it should assist, inform and interview the complainant or complainants; it should draw up a preliminary assessment report on the incident in question and should actively collaborate in implementing the preventive measures set out in this protocol.
- The Equality Office should take the necessary measures to run specific courses on preventing, detecting and taking action to combat violent or discriminatory behaviour or harassment against women, as part of the training activities for administrative and service staff and teaching and research staff.
- The Standing Committee on Violence against Women and the LGBTI Community, as the examining body for reported cases, should examine all cases in which there are signs of

violent or discriminatory behaviour or harassment. It should also monitor implementation of corrective measures and assess their effectiveness.

- ESCI-UPF Management, as well as the academic coordination and management offices, should proceed in accordance with the decision taken by the director of ESCI-UPF, based on the conclusions and recommendations of the Standing Committee on Violence against Women and the LGBTI Community, and should oversee application of the corrective measures agreed, together with the Equality Office, once the case has been concluded.
- ESCI-UPF Administration should give regular reports on specific courses on preventing, detecting and taking action to combat violent or discriminatory behaviour or harassment against women, as part of the training activities for administrative and service staff and teaching and research staff.
- Other bodies and people in positions of responsibility at ESCI-UPF should:
  - Work to reduce and remove risk factors that can create violent or discriminatory situations or harassment.
  - Become familiar with this protocol, work to ensure it is complied with and identify any areas where it could be improved or updated.
  - Ensure students and staff are aware of their rights and obligations stemming from this protocol and any other related rules and regulations in this matter.
  - Implement the procedures set out in Section 5 below whenever there are signs of violent or discriminatory behaviour or harassment and collaborate closely in applying its provisions when the affected person or people is or are a student or staff member in their area of ESCI-UPF.
  - Implement, when applicable, corrective and preventive measures recommended by the Standing Committee on Violence against Women and the LGBTI Community to resolve conflicts and/or prevent new cases.
- Other staff members should be familiar with this protocol and ensure they comply with it, as well as passing on any shortcomings to middle management.

#### 4.3. Standing Committee on Violence against Women and the LGBTI Community

##### 4.3.1. The Committee is made up of:

- The director of ESCI-UPF, who will chair the Committee and hold the casting vote.
- The manager of ESCI-UPF.
- A representative of the administrative and service staff and the research and teaching staff appointed by the Gender Equality Policies Committee.
- The head of the Equality Office at ESCI-UPF.

If necessary, substitutes may also be named at the same time as the members of the Committee. Substitutes are appointed by the director of ESCI-UPF for a period of four years, unless they cease to belong to the group they represent, in which case the vacancy will be covered by a new substitute. Any substitutes who have to stand down should be immediately replaced. Substitutes may serve two consecutive terms.

The members of the Committee may seek advice from internal or external third parties with expert knowledge on the particular case in question. These third parties may take part in discussions, but will have no voting rights.

The members of the Committee should keep the information they receive strictly confidential at all times.

**4.3.2.** The Committee shall be governed by the regulations set out in the provisions concerning collective bodies set out in Act 26/2010, of 3 August 2010, on the legal framework and procedures for public administrations in Catalonia.

## **5. Procedures to Be Followed in Cases of Discriminatory or Violent Behaviour or Sexual Harassment on the Grounds of Someone's Sex, Sexual Orientation, Gender Identity or Gender Expression**

### **5.1. Stages of the procedure**

In the event that a potential case of discriminatory or violent behaviour or sexual harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression involving ESCI-UPF staff and/or students has been detected or come to light, the known objective facts of the case should be analysed to ascertain whether or not there are sufficient grounds for launching an investigation, in accordance with the following three stages:

1. Case opened.
2. Case examined.
3. Case concluded.

### **5.2. First stage: case opened**

#### **5.2.1. This procedure may be triggered:**

- By the director of ESCI-UPF on their own initiative.
- In response to a reasoned request by other bodies.
- Following a complaint lodged by the affected person or people, or any member of the university community or other third parties who are directly or indirectly aware of an alleged incident.

#### **5.2.2. When someone believes that there are signs of a case of behaviour of the kind set out in Section 2 above, they may lodge a written or verbal complaint.**

- Verbal complaints should be lodged with the Equality Office, where a report will be drawn up starting the place, date and name and surname(s) of the complainant or complainants, details of the alleged incident, the body involved and the signature of those present.
- Written complaints should be submitted to the Equality Office.

Any complaints submitted to any other authority, service or academic or administrative office will be passed on to the Equality Office.

Complaints should contain at least the following information: personal details of the complainant or complainants (including their name and surname(s) and passport or ID number); personal details of the alleged perpetrator or perpetrator (including their name and surname(s) and position held); a detailed description of the alleged incident suffered by the affected person or people, together with any evidence possessed by anyone involved; the date of the complaint, and the signature of the person or people lodging the complaint. The detailed description of the alleged incident should be clearly structured, giving specific dates and places, naming any witnesses and clearly stating the content of the alleged incident to which the complainant has taken offence.

The Equality Office has produced a standard form to be posted on its website.

**5.2.3.** Once a complaint has been lodged with Equality Office, within a period of five working days a qualified official will interview the complainant in a suitable location to guarantee the necessary degree of confidentiality.

The interview will serve to go over or expand on the detailed description of the alleged incident, which may include the use of technical tools proven to be of use in these cases. If appropriate, the affected person or people may also be offered counselling or advice.

**5.2.4.** At the end of the interview, the qualified official who conducted the interview will inform the affected person or people of the next steps in the process:

- If no clear evidence is found of any discriminatory or violent behaviour or sexual harassment of the kind set out in Section 2 above, or if the reported behaviour does not fall within the scope of this protocol, the complainant will be informed that it is not feasible to pursue their complaint any further. Nevertheless, ESCI-UPF counselling or advice staff will be available to assist the complainant if necessary.
- If there is evidence of discriminatory or violent behaviour or sexual harassment, as set out in Section 2 above, but this evidence requires additional research to establish further details of the exact circumstances of the incident, the complainant will be informed that the director of ESCI-UPF may open a preliminary investigation into the incident and, depending on the conclusions reached, may agree to take further action.
- If there is sufficient evidence of behaviour to warrant immediate disciplinary action, the complainant will be informed that the director of ESCI-UPF may use their authority to take disciplinary action.

**5.2.5.** Within a period of five working days after the interview, the qualified official at the Equality Office who conducted the interview will draw up a preliminary assessment report identifying the nature and scope of the reported behaviour.

**5.2.6.** If, in accordance with the conclusions of the preliminary assessment report, there is sufficient evidence to warrant launching a preliminary investigation or taking disciplinary action, the head of the Equality Office will send the report to the Committee for them to decide whether to launch a preliminary investigation or take disciplinary action.

The Committee should reach a decision within a period of ten working days, and should then duly notify the complainant or complainants.

The decision to launch a preliminary investigation or take disciplinary action should also be communicated to the alleged perpetrator or perpetrators, since this will be the first time they will have become aware of the proceedings under way, and at this point they will be able to exercise their rights as an interested party in an administrative procedure.

**5.2.7.** Should there be an urgent need to do so, when issuing the order to launch a preliminary investigation or take disciplinary action, the director of ESCI-UPF may also decide to include precautionary measures to protect the affected person or people. Such measures may also be adopted at a later date. This decision should be duly reasoned and communicated to all the people involved.

These measures should serve to prevent contact between the affected person or people and the alleged perpetrator or perpetrators and/or prevent situations in which the affected person or people could find themselves dependent (in an academic or organisational capacity) upon the alleged perpetrator or perpetrators, or vice versa, and to offer support to the affected person or people.

Any precautionary measures taken will have no bearing on the final outcome of these proceedings.

No precautionary measures may be taken that might in any way prejudice the rights of the interested parties or cause them irreparable damage.

The precautionary measures may be lifted or modified over the course of the proceedings, in accordance with developments or in light of any new circumstances.

All precautionary measures will be lifted at the conclusion of the process.

### **5.3. Second state: case examined**

#### **5.3.1. Disciplinary action**

Should the director of ESCI-UPF proceed directly to take immediate disciplinary action, this process will be governed by the relevant regulations in force for these matters. In this case, this protocol shall cease to apply, with the exception of any precautionary measures adopted, in accordance with current regulations governing the Equality Office.

#### **5.3.2. Preliminary investigation**

**5.3.2.1.** If the director of ESCI-UPF decides to launch a preliminary investigation, the order authorising this course of action should name the Standing Committee on Violence against Women and the LGBTI Community as the examining body.

**5.3.2.2.** The Committee should meet within a period of five working days after being notified of the launch of the preliminary investigation and should appoint one of its members to head the investigation as lead investigator and establish the terms under which the lead investigator should report back to the Committee. The lead investigator may seek the assistance of internal and/or external advisers.

**5.3.2.3.** Notwithstanding the right of the interested parties to put forward any actions they deem appropriate, the lead investigator should take the necessary steps to investigate the case and glean as



much information as possible about the exact circumstances in which the alleged incident took place and carry out whatever checks they deem appropriate.

Their first step should be to call the two parties in separately for questioning. The affected person or people and the alleged perpetrator of the violent or discriminatory behaviour or harassment should be called in on different days, or at different times on the same day, and the meeting should be carried out in a suitable location to ensure the confidentiality of proceedings, so that both parties are free to offer their own version of events and provide any evidence to support their case.

Once the two parties have stated their case, the lead investigator may consider any additional evidence deemed pertinent, either as witness statements or as documentary evidence, that might shed further light on the incident in question.

The investigation may also gather any information that might help verify the allegation based on observable facts rather than the opinions of the people involved, witnesses or heads of section, in addition to the information provided by the affected person or people.

All members of the university community are obliged to cooperate fully with the examining body and to share all the information they are called upon to provide during the course of the investigation.

**5.3.2.4.** By way of example, the preliminary investigation may include:

- Personal structured interviews to check information concerning aspects of the task in hand (assigning tasks, ensuring these tasks can be carried out, assessing whether there are too many or too few tasks, ensuring staff are aware of what they have to do, training staff to do the tasks) and the incident in question (attempts to verify behaviour, versions, explanations and assessment of behaviour by other people, victims of behaviour, additional or previous incidents).
- Interviews with the superiors, coworkers and subordinates of the affected person or people and of the alleged perpetrator or perpetrators, staff in other offices or sections and people suggested by the affected person or people and people suggested by the alleged perpetrator or perpetrators.

The information obtained will be used to draw up the final conclusions in the case. To this end, at the start of every interview, all interviewees should be duly informed of the use that may be made of the information they provide.

- Where necessary, external experts may be called to offer their expertise. Experts in the field of violence against women or homophobia, biphobia and transphobia, psychologists specialising in dealing with these kinds of situations, or other specialists in the form of behaviour in question could help identify the origin of the incident and assess possible physiological effects. To this end, they will confirm the information about the affected person or people by means of a structured interview and any other tools the specialist may consider necessary.

External experts will draw up confidential reports for the examining body for their safekeeping.

**5.3.2.5.** The Standing Committee on Violence against Women and the LGBTI Community should do everything within its power to ensure that the preliminary investigation of the case is carried out as quickly as possible, bearing in mind the particular nature of the case in question.



**5.3.2.6.** Once the preliminary investigation is complete, the Committee should draw up a report of conclusions that should contain at least the following points:

- A list of the names of the members of the Committee who drew up the report, the lead investigator and the parties involved.
- Background: details of the complaint and any attendant circumstances.
- Record of the preliminary investigation: witness statements, evidence and reports obtained over the course of the preliminary investigation.
- Conclusions and measures to be adopted, in coordination with the offices and bodies involved in dealing with the affected person or people.

**5.4. Third stage: case concluded**

**5.4.1.** In the light of the report of conclusions from the Standing Committee on Violence against Women and the LGBTI Community, the director of ESCI-UPF will issue a reasoned final decision.

**5.4.2.** The preliminary investigation should be carried out and the report of conclusions should be delivered within two months following the start of the process.

**5.4.3.** The final decision must contain one of the following courses of action:

- a. If the alleged perpetrator or perpetrators is or are a student or a member of the administrative and service staff or the teaching and research staff at ESCI-UPF:
  - The case is closed, either owing to a lack of sufficient evidence of the alleged behaviour or incident or when the accusation has been shown to be manifestly false.
  - Disciplinary action is taken, in the light of compelling evidence of unacceptable behaviour covered by disciplinary sanctions.

In order to avoid duplicating unnecessary effort and given that speed is of the essence, the disciplinary action should also include any actions previously carried out as part of the investigation to be taken into account by the official overseeing the disciplinary action, who may carry out the necessary checks to verify the circumstances contained in the preliminary report and, where appropriate, check the content of the actions and add them definitively to the disciplinary action. Any such actions may only be repeated when duly reasoned.

- b. If the alleged perpetrator is employed by an external contractor working for ESCI-UPF or by a university that has signed an agreement with ESCI-UPF:
  - The external contractor or other university should be notified of the incident in question so that it can take the necessary steps within its own organisation.
  - The ESCI-UPF office responsible for external contracts or collaboration agreements should also be informed so that it can activate the relevant provisions of the contract or collaboration agreements in the light of the events in question.

The public prosecution service should be informed of any potentially criminal actions brought to light by the investigation.

## **6. Monitoring and Following Up Developments in the Case**

**6.1.** The Equality Office will follow the case closely from the moment the complaint is lodged until the final definitive decision, and will offer all necessary support and rehabilitation to the affected person or people.

It will also do its utmost to prevent any hostile situations developing in the workplace, including cases of a return to work following a leave of absence related to these proceedings.

**6.2.** The Standing Committee on Violence against Women and the LGBTI Community will monitor developments and follow up on the case once the proceedings have concluded to ensure that there is no further evidence of the behaviour that motivated the original complaint and which led to a preliminary investigation or disciplinary action, as well as assessing the effectiveness of any measures taken. It will interview the affected person or people every three months, following the date of the final decision taken by the director of ESCI-UPF, for a period of at least one year, and will send a report of conclusions to the Gender Equality Policies Committee.

**6.3.** The Standing Committee on Violence against Women and the LGBTI Community will hold an annual review of all cases involving the forms of behaviour contained in this protocol to monitor developments and take any necessary preventive and/or corrective measures.

## **7. Procedural Principles and Guarantees**

**7.1.** Respect and protection. The proceedings should be conducted with the greatest discretion to protect the privacy and dignity of the affected person or people. All actions and proceedings should be carried out with the utmost respect for all parties. Everyone connected with this protocol should be informed of its provisions, and the consent of the affected person or people should be sought before it is activated.

**7.2.** Confidentiality. All information gathered through the actions carried out as a result of activating the procedure set out in Section 5 above should be treated in the strictest confidence and should only be accessible by those directly involved in the proceedings. All complaints should therefore be processed in the strictest confidence. Under no circumstances should any documents related to any aspect of a complaint be shared with anyone not directly involved in the proceedings.

As interested parties, only the parties involved in the case should have access to the documents of the proceedings. Exceptionally, information may be passed on to the relevant legal authorities when so requested in the context of legal proceedings being conducted in relation to the same incident. If police enquiries are involved, information may only be passed on to the judicial police as part of an investigation.

Everyone involved in any of the actions envisaged in the procedure set out in Section 5 above, either as a directly involved party or as a member of the Committee, or involved in any other way, are required not to reveal any information they receive as a result of these actions. Complainants should act in good faith at all times.

**7.3. Diligence and promptness.** The information-gathering process should be carried out as quickly as possible and with the utmost sensitivity and respect for the rights of all parties involved. The investigation and conclusion should be carried out rigorously and professionally without undue delay so that the proceedings can be completed as promptly as possible, while ensuring all those involved are afforded the proper guarantees. Any information gathered through the process set out in this protocol should be added to the casefile on the administrative proceedings opened by the competent authority.

In all cases, all actions envisaged in this protocol should be carried out within a period of three months from the start of the actions set out in Section 5.2.1 above, except for particularly complex cases that require more time.

**7.4. Fair hearing, impartiality and contradiction.** The proceedings should ensure that all the people involved have a fair hearing, are treated fairly and are able to defend themselves. They should have the right to choose to be accompanied by someone if they so wish, including a trade union representative or legal counsel.

**7.5. Protecting the dignity of the parties.** ESCI-UPF should take the necessary measures to ensure the dignity of all the parties involved in the process, including the affected person or people and the alleged perpetrator or perpetrators, and should offer them support throughout the entire process.

**7.6. Protection against possible repercussions.** Anyone lodging a complaint, providing testimony as a witness or involved in any other way in an investigation into the forms of behaviour covered by this protocol should be assured that they will suffer no repercussions arising from their involvement, except in the case of anyone acting in bad faith, who may face proceedings against them.

**7.7. Parallel actions.** The launch of an investigation or disciplinary action at ESCI-UPF in no way prejudices the right of the affected person or people to take legal action of their own and in no way limits the extent to which ESCI-UPF may be asked to cooperate with legal proceedings.

If the incident in question is the subject of criminal proceedings, the director of ESCI-UPF should suspend any preliminary investigation or disciplinary action related to the case until there is a legal decision that brings the criminal proceedings to a close. All findings of fact in criminal cases will be binding with respect to internal administrative processes.

Likewise, all proceedings envisaged in Section 5 above should be suspended when the incident in question is the subject of another ongoing administrative process.

## **8. Preventive Measures**

ESCI-UPF will carry out preventive, informative, educational, detection and awareness-raising actions to combat violence against women, homophobia, biphobia and transphobia in order to completely eradicate these forms of behaviour from the university environment and help raise awareness of these issues among the university community. These measures will be carried out as part of the ESCI-UPF Equality Plan and will be organised by the Equality Office, in collaboration with other ESCI-UPF offices and services.

To this end, the following steps will be taken:

**8.1.** Draw up a communication plan to ensure that all members of the university community are aware of this protocol by making it available in all the official languages in use at the school through the following channels:

- a. ESCI-UPF website.
- b. Intranet and email lists.
- c. Internal ESCI-UPF newsletter (*ESCIUPFNews*).

**8.2.** Draw up and publicise codes of good professional practice (for both research and teaching staff and administrative and service staff) and good academic practice (for students).

**8.3.** Run regular informative awareness-raising campaigns targeted at the whole university community:

- Prepare informative documents highlighting ESCI-UPF's commitment to creating a campus free from these forms of behaviour, the Code of Conduct, rights and responsibilities and the consequences of not complying with the protocol.
- Organise annual events and campaigns.

**8.4.** Design specific courses to include as part of the training programme for the different groups that make up the university community.

- a. Create a programme of specific courses and seminars for the different groups that make up the university community covering topics such as equality between men and women, sexual diversity and nondiscrimination.
- b. Programme specific courses on preventing, detecting and taking action to combat violent or discriminatory behaviour or harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression for everyone involved in managing and leading teams, for both research and teaching staff and administrative and service staff.
- c. Design specific tools to prevent, detect and take action to combat violent or discriminatory behaviour or harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression for everyone who joins ESCI-UPF either as a member of the administrative and service staff or research and teaching staff, as well as covering this subject specifically in the ESCI-UPF Introductory Course.
- d. Programme specific courses on preventing, detecting and taking action to combat violent or discriminatory behaviour or harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression for all employees' representatives.

**8.5.** Implement a specific training programme for the members of the Standing Committee on Violence against Women and the LGBTI Community to cover gender, equal opportunities between men and women, sexual diversity and nondiscrimination on the grounds of someone's sex, sexual orientation, gender identity or gender expression.

**8.6.** Conduct studies to find out the number of cases of violent or discriminatory situations or behaviour or sexual harassment on the grounds of someone's sex, sexual orientation, gender identity or gender expression at ESCI-UPF and gather further details, as well as noting identifying signs of this

issue and assessing its impact on the health and wellbeing of ESCI-UPF members and on the effective running of the organisation.

**8.7.** Draw up and publish reports on the number of cases investigated and the conclusions reached. An internal database should be set up to gather anonymous data, without any reference to any personal details of the people involved, on all the requests for information, complaints lodged, action taken and final result.

## **9. Measures to Support People Who Have Suffering Sexual Violence As a Result of Their Sex, Sexual Orientation, Gender Identity or Gender Expression**

**9.1.** The Equality Office is the ESCI-UPF body responsible for offering support to affected people through a range of support services, including psychological support. These services are available to the university community as a whole, regardless of whether or not a complaint has been lodged or whether or not the procedure set out in Section 5 above has been activated.

**9.2.** The Equality Office offers information on social and support resources that may be of use to anyone offended, harassed or assaulted.

**9.3.** In addition, ESCI-UPF may also offer information on the rights currently legally afforded to women who suffer violence at the hands of their partner or family and to their dependent children.

## **Final Provision**

This protocol came into force on 10 July 2019, as recorded in the minutes of the meeting of the ESCI-UPF Board of Overseers.

## **Appendix I**

*(This form is to be submitted to the ESCI-UPF Equality Office together with a sealed envelope containing details of the incident in question.)*

**TO THE DIRECTOR OF ESCI-UPF**

**REQUEST FOR ACTION BY THE STANDING COMMITTEE ON VIOLENCE AGAINST WOMEN AND THE LGBTI COMMUNITY**

### **PERSONAL DETAILS OF THE COMPLAINANT**

Name and surname(s):

Passport or ID number:

Postal address:

Email address:

Telephone number:

Connection to ESCI-UPF:

**This request is to be accompanied by a sealed envelope containing details of the incident which the Standing Committee on Violence against women and LGBTI-Phobia is being asked to consider.**

Signature:

Name and surname(s):

Place and date:

## **Appendix II**

*(This form is to be submitted to the ESCI-UPF Equality Office in a sealed envelope together with the request for action by the Standing Committee on Violence against Women and the LGBTI Community.)*

### **DETAILS OF THE INCIDENT WHICH THE STANDING COMMITTEE ON VIOLENCE AGAINST WOMEN AND THE LGBTI COMMUNITY IS BEING ASKED TO CONSIDER**

#### **PERSONAL DETAILS OF THE COMPLAINANT**

Name and surname(s):

Passport or ID number:

Postal address:

Email address:

Telephone number:

Connection to ESCI-UPF:

#### **PERSONAL DETAILS OF THE ALLEGED PERPETRATOR**

Name and surname(s):

Postal address (if known):

Email address (if known):

Telephone number (if known):

Connection to ESCI-UPF:

### **DETAILED DESCRIPTION OF THE INCIDENT WHICH THE STANDING COMMITTEE ON VIOLENCE AGAINST WOMEN AND THE LGBTI COMMUNITY IS BEING ASKED TO CONSIDER**

*Please give details of the incident in question for the Standing Committee to take into account.*

#### **ADDITIONAL DOCUMENTATION ATTACHED (if applicable)**

*Please attach any additional documentation providing further information pertaining to the request for action.*

#### **FURTHER CONSIDERATIONS**

*Please give details of any further considerations you would like to be taken into account.*

Signature:

Name and surname(s):

Place and date: