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# The Central European University Policy on Harassment

The Central European University Policy on Harassment is inspired in the following sources: the Australian University Guidelines for universities responding to reports of sexual assault and sexual harassment, the Lincoln College Policy and Procedure on Harassment, the Goldsmiths University of London Policy And Procedure On Sexual Violence, Sexual Harassment, Stalking, Domestic Violence And Sexual Misconduct for Students, Staff and Visitors , the University of Oxford Harassment Policy, and the SciencesPo Guidelines On Dealing With Sexual Harassment.

## Section I. GENERAL PROVISIONS

### Article 1. Title

- 1.1. This document is to be referred to as Central European University's Policy on Harassment.

### Article 2. Definitions

- 2.1. For the purposes of Central European University's Policy on Harassment:

- a) "CEU" means Central European University;
- b) "CEU Group" means especially but not limited to, CEU Budapest Foundation, the University, CEU Business School Foundation, Central European University Kft., CEU GmbH, CEU Innovations Kft., CEU IAS, or any subsidiaries or affiliates thereof, or any entity where any of the above acquire shares or business quota or other ownership interest;
- c) "Code" means the Code of Ethics of Central European University;
- d) "Complainant" means the person lodging a complaint in the forms indicated in Article 17, 19 and 21 of this Policy against other member(s) of the University Community, Contractor(s) or Others for an alleged sexual or other harassment. The Complainant may be the subject of the alleged harassment or a witness of it.
- e) "Complaint Form" means the document attached in Annex 1.
- f) "Contractors" means tenants (and their employees), agents and invited guests of and vendors to the CEU Group as well as academics (individuals) providing educational or research services through a civil law contract to the CEU Group for a period less than 30 days;
- g) "Designated Ombudsteam" refers to the two members of the Ombudspersons Network chosen by a Complainant to address their complaint;
- h) "Employees" include all persons employed by a labour contract by the University or by any other entity of the CEU Group;
- i) "Others" includes individuals providing educational, research, or support services by a civil law contract to the CEU Group not falling in another category, and interns;

- j) "Externals" means any person not covered by one of the other categories of persons (member of University Community or Contractors) but who was present on CEU premises or participating in CEU Group-related activities elsewhere (e.g. conference participants, external library users, visitors at the residence centre) at the time of the alleged harassment (this includes where the alleged harassment happened at an event directly related to participation in CEU Group-related activities);
- k) "ON" stands for "Ombudspersons Network";
- l) "Policy" means Central European University's Policy on Harassment;
- m) "Respondent" means the person against whom an allegation regarding sexual or other harassment is made;
- n) "Students" include all persons enrolled in any of the educational programs offered by the University or by any other member of the CEU Group on a full- or part-time basis,
- o) "University Community" includes Students, Employees, and Others;
- p) "University Premises" include all buildings used by CEU or by any other member of the CEU Group.

### Article 3. Aims

- 3.1. CEU is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of its community are respected.
- 3.2. The aims of this Policy are to:
  - a) Promote a positive environment in which people are treated fairly and with respect;
  - b) Make it clear that harassment is unacceptable;
  - c) Make it clear that sexual harassment is unacceptable, and that such experiences disproportionately affect women and trans people;
  - d) Make clear that all members of the University Community have a role to play in creating an environment free from sexual and other harassment;
  - e) Provide a framework of support for those who feel they have been subject to harassment or sexual harassment;
  - f) Provide a mechanism by which complaints can be addressed in a timely way; and
  - g) Set up a framework for systematically recording and monitoring sexual and other harassment at CEU.
- 3.3. This policy is part of a broader series of actions that have the aim of eradicating sexual and other harassment and helping to ensure all members of the University Community, Contractors and Externals positively experience their time at CEU.
- 3.4. All members of the University Community are expected to familiarise themselves with this Policy. They have a personal responsibility to comply with this Policy and demonstrate active commitment to this Policy by:
  - a) Treating others with dignity and respect;
  - b) Discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
  - c) Supporting any member of CEU who feels they have been subject to sexual or other harassment, including supporting them in reporting harassment where they witness it and in making a formal complaint if appropriate.
  - d) CEU shall – to the extent possible – ensure that Externals are made aware of this Policy, including, but not limited to, providing easy-read copies of the policy, a link to an electronic copy of the Policy in invitations to CEU academic and non-academic

events, and ensuring that the policy is visible on CEU-Group premises and at CEU-Group activities.

#### **Article 4. Relationship with the Code**

The Policy contains special regulations applicable in case of allegations regarding sexual or other harassment. Thus, in questions not regulated by the Policy, the provisions of the Code shall be applicable and, to the extent of any conflict, the provisions of the Policy will apply and supersede the Code.

#### **Article 5. Scope**

5.1. This Policy applies to all areas of University operations and programs.

5.1.1. This Policy applies to conduct within University Premises such as the buildings used by the CEU Group (including the CEU Residence and Conference Centre and other dormitory facilities that may be provided by the CEU Group), as well as to CEU Group-related activities that may occur elsewhere, such as field trips, socializing after a CEU event, CEU Group-sponsored events, and any occasions related to the educational mission of the CEU Group.

5.2. In order to apply the Policy to Contractors in their dealings with the CEU Group a clause substantially in the form of Annex 3 of the Policy shall be included into all contracts to be concluded by the CEU Group entities with Contractors and Others.

#### **Article 6. Subject Matter, Personal Jurisdiction and Application**

6.1. The jurisdiction under this Policy shall extend to all allegations regarding sexual or other harassment and to all members of the University Community, Contractors and Externals.

6.1.1. In cases of sexual harassment only, Employees and Students who have left CEU can still submit a complaint within three years after the incident, as long as the incident occurred while they were members of the University Community.

6.2. Regarding additional questions of subject matter, personal jurisdiction and application, Article 4 of the Code shall be applicable *mutatis mutandis*.

### **Section II. HARASSMENT**

#### **Article 7. Nature of prohibited conduct**

7.1. Definition of Harassment

7.1.1. For the purposes of this Policy, harassment is a conduct which, because of its severity and/or persistence:

- is likely to violate another person's dignity;
- has the purpose or effect of creating an offensive, degrading, intimidating, or hostile environment; and/or
- has the purpose or effect to interfere significantly with an individual's ability to participate in, and/or benefit from, their educational or working environment by negatively affecting the person physically and/or emotionally.

Sexual harassment is a particular form of harassment described in Article 7.2.

7.1.2. Harassment can include uninvited or unwelcome physical, verbal or non-verbal conduct directed at an individual's or a group of individuals' supposed or actual nationality, race,

ethnicity, colour, language, age, sex, sexual orientation, gender identity and expression, religion, cultural identity, social origin, socioeconomic status, educational level, disability, genetic trait, mental or physical health condition, or any similar ground.

7.1.3. Examples of harassing conduct may include instances, but are not limited to:

- a) acts of violence, stalking, unwelcome physical touch, physical, verbal, or written threats;
- b) offensive or inappropriate comments or body language, including insults, mocking, jokes or gestures, malicious rumours or open hostility;
- c) blocking or impeding an individual's normal movement, physical attacks, assault or battery;
- d) insulting, abusive, embarrassing or patronising behaviour or comments;
- e) humiliating, intimidating, and/or demeaning criticism;
- f) shouting at, swearing at, disparaging or intimidating an individual;
- g) constantly criticising an individual without providing constructive support to address any performance concerns;
- h) intrusion into their personal life;
- i) persistently overloading an individual with work that they cannot reasonably be expected to complete or requiring them to undertake work far below their capacity/role;
- j) posting offensive comments on electronic media, including using mobile communication devices;
- k) threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission;
- l) deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history;
- m) isolation from normal work or study place, conversations, or social events;
- n) publishing, circulating or displaying racist, sexist, homophobic or otherwise offensive pictures or other materials;
- o) belittling or denying attempts to address harassing behaviour, threatening or undertaking retaliation against any efforts to address harassing behaviour, gaslighting;
- p) incidents of sexual harassment, as defined below.

## 7.2. Definition of Sexual Harassment

7.2.1. Sexual harassment is a particular form of harassment with specific distinguishing characteristics. Conduct that constitutes sexual harassment can be verbal, visual or physical. It may be direct or explicit or it may be inferred from the conduct, circumstances and relationship of the individuals involved.

7.2.2. Sexual harassment **generally** consists of unwelcome or non-consensual sexual advances, explicit or implicit requests for sexual favours, or other verbal or physical conduct of a sexual nature **when**:

- such conduct has the purpose or effect of creating an offensive, intimidating, or hostile environment; or
- such conduct has the purpose or effect of interfering with an individual's work, academic performance, or status; or
- submission to or rejection of such conduct is an explicit or implicit term or condition of education, employment, or participation in other University activities; or
- submission to or rejection of such conduct is used as a basis for an employment, academic, or research decision affecting the individual.

7.2.3. Examples of sexual harassment may include, but are not limited to the following:

- (a) criminal acts such as stalking, sexual assault or rape;
- (b) a supervisor or professor promising a raise, a better grade or other study or work-related benefit in exchange for sexual contact;
- (c) repeated, unwanted attempts to change a professional relationship to a personal relationship;
- (d) unwelcome attention of a sexual nature after requesting that the attention be stopped;
- (e) ongoing use of offensive language or discussions of a sexual nature that creates a hostile or offensive environment;
- (f) displaying graphic pictures with sexual content that create a hostile or offensive working or living environment;
- (g) whistling, touching, or other repeated unwanted flirtation;
- (h) repeated sexual comments, jokes or questions;
- (i) intrusive comments or questions about the individuals sex life;
- (j) repeated joking or teasing about sexual orientation;
- (k) repeated joking or teasing about other peoples' bodies;
- (l) secretly photographing under the skirt ("upskirting").

7.3. Intent

7.3.1. The intentions of the alleged harasser are not determinative of whether harassment has taken place. Harassment does not need to be intentional to be considered harassment. The perception of the Complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant. The occurrence of harassment will be determined based on a two-step "subjective/objective" test that explicitly considers both the perspective of the person who suffered harassment and of a reasonable person similarly situated to him or her.

7.3.2. The fact that such behaviour may not have been unwelcome to others or had been an accepted feature of the work and educational environment in the past is irrelevant. The Complainant does not need to have explicitly stated that the behaviour was unwanted for it to be considered harassment. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for or defence to harassment.

## **Article 8. Conflict of Interest and Sexual Conduct among Members of the University Community, Contractors and Externals**

8.1. In contrast with sexually harassing conduct, sexual activity among consenting adults within the University Community, Contractors and Externals is, in general, a private matter beyond the legitimate interests of the University. There are occasions, however, when the interests of the University may be seriously implicated in these relationships, particularly where the University relies on members of the community to make judgments about others. If two people are in a sexual relationship and in a student/academic or teaching staff member or supervisee/supervisor relationship, then they must take steps to ensure that the conflict of interest created by such a situation is removed.

8.2. The academic or teaching staff member or supervisor must disclose the conflict of interest to their own supervisor - usually the Unit Head - and should ensure that they never evaluate alone the work performance of their current or former sexual or romantic partners. When an academic staff member or supervisor discloses a conflict of interest, they are required to supply only as much information as necessary to enable their supervisor to make appropriate decisions. The discussion needs not go into the character of personal relations.

It needs only establish that a personal relationship exists, and that it thereby gives rise to a conflict of interest. The discussion is confidential and will not be relayed to other members of the University Community except as may be required for decision-making in order to prevent a conflict of interest.

- 8.3. Ways to eliminate conflicts of interest may include, but are not limited to, transfer of supervisory, decision-making, oversight, evaluative, or advisory responsibilities to another member of the University Community or team of University Community members; or providing an additional layer of oversight to the supervisory role.
- 8.4. If the academic or teaching staff member or supervisor fails to take the above steps and a conflict of interest is created, this will be a violation of the present Policy.

## **Article 9. Academic Freedom**

The University is committed to the principles of free inquiry and free expression, the pursuit of truth wherever it may lead, and to creating an environment that encourages the active exploration and exchange of ideas. This Policy is not intended to impair this freedom, nor will it be permitted to do so. Prohibited harassment, however, is neither protected expression nor the proper exercise of academic freedom.

## **Article 10. Retaliation**

- 10.1. CEU seeks to protect any member of the University Community, Contractor or External from victimisation or retaliatory conduct.
- 10.2. CEU will regard as victimisation or retaliation any instance where a person is subjected to detrimental treatment because they have, in good faith:
  - a) made an allegation of harassment, or
  - b) indicated an intention to make such an allegation, or
  - c) assisted or supported another person in bringing forward such an allegation, or
  - d) participated in an investigation of a complaint, or
  - e) participated in any disciplinary hearing arising from an investigation, or
  - f) taken any other steps in connection with this Policy, or
  - g) is suspected of having done so.
- 10.3. Retaliation against an Ombudsperson for their work shall also be deemed a serious breach of this Policy.
- 10.4. Retaliation is a form of misconduct which will result in a disciplinary process. Anyone taking steps in connection with this Policy who feels they have been the subject of victimisation or retaliation should report it to a member of the Disciplinary Committee who will take the matter forward. Suspected retaliation may result in the imposition of Immediate Measures per the Code. Retaliation is viewed as a serious breach of CEU policy and sanctioned the same way as harassment or sexual harassment with due regard for the severity of the retaliatory conduct and/or impact on the individual.

## **Article 11. False Allegations**

CEU recognizes that the question of whether a certain conduct constitutes sexual or other harassment requires a factual determination. CEU recognizes also that false accusations of harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of harassment has maliciously or recklessly made false accusations, the accuser will be subject to appropriate measures by the Disciplinary Committee according to the Code.

## **Section III. PROCEDURES**

### **Article 12. Course of Action in case of Harassment**

- 12.1. Any member of the University Community, Contractor or External who believes that they have been harassed or has witnessed any form of harassment is encouraged to take action in the ways provided for in this Policy.
- 12.2. Organizations recognized by CEU as being representative of a community, such as the Trade Union, Student Union or Work Councils can bring an informal or formal complaint in representation of a group of individuals whose allegations related to the same set of factual circumstances or the same Respondent. This may only be done with the express prior consent of those individuals being represented. The specific format for such representation shall be elaborated by way of a separate policy, developed by the ON and Disciplinary Committee in consultation with the Gender Equality Officer, Trade Union, Students Union and other relevant CEU representative bodies. This policy shall be published on the CEU website.
- 12.3. The Complainant, the Respondent and any witnesses will be treated fairly, with dignity and confidentiality, pursuant to Article 29 on Confidentiality.
- 12.4. The choices and preferences of the Complainant (and the subject of alleged harassment, if different) will be respected to the fullest extent possible in determining the appropriate course of action, bearing in mind the requirements for fairness in proceedings.

### **Article 13. Advice, Information, Counselling**

- 13.1. Anyone may seek advice, information or counselling on matters related to harassment from one of the Ombudspersons.
- 13.2. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is harassment, and/or desire information as to their options in dealing with harassment are encouraged to talk with one of the Ombudspersons.

### **Article 14. Complaint Form**

- 14.1. For all types of complaint listed in Article 15 below, a written complaint needs to be submitted in the manner indicated for each complaint type.
- 14.2. The complaint form can be found at Annex 1 to this Policy ("Complaint Form"), made widely available.

### **Article 15. Types of Complaints**

- 15.1. The Complainant can choose to submit:
  - a) An anonymous disclosure (Article 16)
  - b) An informal complaint (Article 18)
  - c) A formal complaint (Article 20)

### **Article 16. Anonymous disclosures**

- 16.1. Anonymous disclosures are intended to operate as signals towards CEU in cases when potential complainants do not feel comfortable to reveal their identity but would like to facilitate the identification of patterns of harassment. Such disclosures will be monitored by the Ombudspersons Network (ON) in order to prevent future harassment from occurring.

- 16.2. The person making the disclosure must fill out the Complaint Form in the CEU *SpeakApp* without disclosing their name, identifying the nature of the alleged harassment and the person alleged to be the harasser. The CEU *SpeakApp* is a secure and confidential method for informing the ON about any experience of harassment.

## Article 17. Ombudspersons Network action based on anonymous disclosures

- 17.1. When three anonymous disclosures against the same person have been submitted, the ON will notify the alleged perpetrator with a template annexed to this Policy (Annex 2).
- 17.2. Individual anonymous disclosures will not normally serve as basis for investigative procedures and/or disciplinary sanctions. Exceptionally, severe cases (e.g. those potentially falling under criminal law) may require action from CEU ON and possibly the Disciplinary Committee to protect the interests of the University Community.

## Article 18. Informal Complaints

- 18.1. An informal complaint is meant to resolve the harassment through a mediated resolution. As such it does not result in investigative procedures or in disciplinary sanctions. A Complainant can make an informal complaint if they do not want to immediately initiate a formal, investigative procedure by the Disciplinary Committee that might lead to disciplinary sanctions for the Respondent.
- 18.2. To submit an informal complaint, the Complainant can choose to:
  - a) Fill out the Complaint Form in the CEU *SpeakApp* providing their name and contact details.
  - b) Print out the Complaint Form in Annex 1, fill it out, sign it, and send it in hard copy or scanned electronic version to an Ombudsperson of their choice who will digitize this complaint in the CEU *SpeakApp*.
  - c) Meet an Ombudsperson in person and orally describe the facts. If an oral complaint is made to an Ombudsperson, a Complaint Form in the CEU *SpeakApp* is to be filled out at the same time, printed and signed by the Ombudsperson for the Complainant to keep as proof of their complaint.
- 18.3. Immediately after submitting a complaint, the Complainant will receive a confirmation of receipt, a complaint identification number to use in future contacts, and information about how long it is likely to take for the Complainant to be next contacted.
- 18.4. In all cases, the Complainant can select the Ombudsperson of their preference, who will become the **Designated Ombudsperson**. The Designated Ombudsperson will be responsible for the follow-up of the case. The Complainant can request to exclude other Ombudspersons from handling the complaint.
- 18.5. The Designated Ombudsperson will ask the Complainant if s/he wishes to keep her/his identity confidential. The Complainant (and, if applicable, the person who suffered the alleged harassment) may make a request for confidentiality at any point if s/he does not want her/his identity known to the Respondent and/or the witnesses. The Designated Ombudsperson will make all reasonable attempts to comply with this request and will inform the Complainant if this is not feasible, and the limitations it might impose on certain courses of action.
- 18.6. Submission of an anonymous and/or an informal complaint does not preclude the submission of a formal complaint in the future.
- 18.7. Where a Complainant or the ON considers that Immediate Measures pursuant to Article 25 of this Policy may be required due to the nature of the alleged breach, the Chair of the



Disciplinary Committee shall be notified by the Designated Ombudsperson at the first available opportunity, but no more than one working day after receipt of the information by the ON, for the imposition of such measures pursuant to the Code of Ethics. The imposition of immediate measures does not change the status of the complaint from informal to formal.

## Article 19. Informal Complaint Resolution

- 19.1. Once the Complainant has either submitted an Informal Complaint or has contacted an Ombudsperson for an appointment, the designated Ombudsperson shall respond and meet with the Complainant within ten (10) working days. If the Ombudsperson of choice is unavailable in that timeframe, then (s)he shall notify the Complainant and either fix a later date or indicate the availability of another Ombudsperson, per the Complainant's preference.
- 19.2. A second Ombudsperson will be required to join the first meeting with the Complainant if:
  - (a) the Designated Ombudsperson is a student;
  - (b) it is a sexual harassment case, whatever the apparent severity;
  - (c) it is a severe harassment case, particularly those listed in Article 7.1.3 (a), (b) or (c);
  - (d) the Designated Ombudsperson deems it necessary.

These two Ombudspersons receive the title of "**Designated Ombudsteam**". Gender balance will be kept in mind in the selection of the second Ombudsperson.

- 19.3. The Designated Ombudsperson/Ombudsteam will discuss with the Complainant personally or by phone/VOIP details of the complaint, help the Complainant specify the elements of the complaint, and help the Complainant line up evidence to sustain the complaint. They will discuss possible courses of action, informal resolution options, and their implications: counselling and other CEU services, 'shuttle' mediation, mediation or launching a formal complaint, or others.
- 19.4. No action will be taken without the consent of the Complainant, unless the case potentially falls under criminal law, or raises serious concerns about the welfare of a member of the University Community (see Article 19.14)
- 19.5. The Complainant makes an informed decision about the course of action to be chosen and will be supported by the Designated Ombudsperson/Ombudsteam in pursuing the chosen course of action throughout: guiding the Complainant in the choice of action, assisting the Complainant by informing about the next steps.
- 19.6. Two Ombudspersons ("Designated Ombudsteam") will take part in resolution of a complaint (including mediation). Decision will be based on:
  - (a) preferences and/or exclusions communicated by the Complainant,
  - (b) incompatibility or potential conflict of interest, and
  - (c) workload.
- 19.7. An informal resolution may include, but is not limited to, the following:
  - (a) the matter being brought to the attention of the Respondent by the Designated Ombudsteam.
  - (b) the Respondent's supervisor or academic advisor being contacted by the Designated Ombudsteam and asked to help address the situation with the Respondent.

- (c) dialogue with affected persons (either jointly or separately) by the Designated Ombudsteam.
- (d) referrals to campus services by the Designated Ombudsteam.
- (e) administrative accommodations (such as adjusting class schedules, changing sections, housing assignments, waiving a fee, etc.) suggested by the Designated Ombudsteam;
- (f) voluntary in person or 'shuttle' mediation conducted by the Designated Ombudsteam.
- (g) verbal cautions or warnings to the Respondent by the Designated Ombudsteam about the undesirability of a certain conduct.
- (h) voluntary acts of contrition by the Respondent such as:
  1. voluntary apology or acts of service to the Community,
  2. collaborative agreement on behavioural or institutional changes,
  3. voluntary training, educational, mentoring or coaching sessions.
- (i) other non-disciplinary interventions suggested by the Designated Ombudsteam.

These informal resolutions are only applicable to incidents in which the Respondent is a member of the CEU Community. Resolutions in cases involving Externals or Contractors are detailed in 19.9 and 19.10.

## 19.8. Mediation

19.8.1. Mediation is always voluntary, and participants can request to end the mediation at any time.

19.8.2. If mediation is the chosen means of resolution, in-person or shuttle mediation is conducted between the Complainant and the Respondent, depending on the preference of the Complainant.

19.8.3. If in-person mediation is attempted, the person who suffered the alleged harassment can decide to meet with the Respondent together with an Ombudsperson of their choice to discuss the situation, identify the unwanted behaviour, its consequences for the Complainant and make it clear that the behaviour must cease. The Ombudsperson will help the Complainant prepare for this meeting. This course of action cannot be used if the Respondent is in a hierarchically superior position to the Complainant.

19.8.4. In the alternative, the Designated Ombudsteam will meet separately with the Respondent and the Complainant to seek an informal resolution ("shuttle mediation").

19.8.5. Possible outcomes of mediation are:

- (a) agreement to the satisfaction of both parties,
- (b) partial agreement – expectations of the Complainant are only partially met,
- (c) no agreement – no solution that is satisfactory to the Complainant is reached, or the Respondent refuses to take part in a mediation process, or the Respondent rejects or refutes the complaint.

19.9. If a complaint is filed against a Contractor, resolution of the complaint may be limited to the Designated Ombudsperson reporting the alleged incident to the appropriate party, and/or consult with CEU Legal Counsel on other possible measures, such as for example notifying the individual that they are not permitted on the University Premises.

19.9.1. CEU contracts with contractors will include a clause on the applicability of this Policy. Contractors will have to undertake due action within their organization against alleged

perpetrators for protecting victims.

- 19.9.2. If a complaint reaches the ON against a Contractor, they will notify the COO who will inform the contractor. ON will be available to provide guidance on handling the case
- 19.10. If a complaint is filed against Externals, resolution of the complaint may be limited to the Designated Ombudsperson reporting the alleged incident to the appropriate party. The Designated Ombudsperson, in consultation with the Disciplinary Committee and University Counsel (as required) shall identify whether it is possible to take any action, in light of the identity of the External and proceed accordingly.
- 19.11. Any resolution of the informal complaint procedure shall be reached within 30 days of the first substantial meeting of the Complainant with the Designated Ombudsperson. All outcomes resulting in an agreement between the Complainant and Respondent must be signed by both and electronically stored in the CEU *SpeakApp* database. Any breach of the terms of this agreement may result in a further informal or formal complaint of harassment. If the outcome does not include any agreement, the Designated Ombudsperson must also record the outcome electronically in the CEU *SpeakApp* database.
- 19.12. A successful informal resolution does not constitute a finding of harassment. However, any conduct admitted to by the Respondent in the informal procedure or its resolution can be considered in a formal procedure that involves the same Respondent. Additionally, the fact that a complaint was filed, and an informal resolution was reached can be used in another formal procedure that involves the same Respondent.
- 19.13. If the informal resolution process comes to no agreement between the parties, the Complainant can request to take no further action or can request that the complaint be investigated through the formal complaint procedure by the Disciplinary Committee.
- 19.14. Referring the Case to the Disciplinary Committee
- 19.14.1. The ON can transfer the case to the Disciplinary Committee if:
- a. An informal resolution is not possible either because of the severity of the case (see Article 19.4). If the Complainant does not consent to the transfer of the case to the DC, the case can be transferred anonymously to be taken forward by the Disciplinary Committee.
  - b. Unsatisfactory or no informal agreement has been reached. In this case, transfer only takes place with the consent of the Complainant.
- 19.14.2. Cases involving potential criminal liability (Austrian or Hungarian) will always be transferred to the Disciplinary Committee.
- 19.14.3. Where a complaint is transferred to the Disciplinary Committee, it shall follow its ordinary review procedure per the Code and this Policy.
- 19.15. The Complainant and Respondent must be informed of all actions taken by the Designated Ombudsteam under the informal resolution procedure of the specific case.
- 19.16. Providing support throughout
- 19.16.1. The Designated Ombudsteam provides support to the Complainant throughout the process, including if the Complainant decides to move to a formal complaint, and following the outcome of any formal complaint.

- 19.16.2. The Designated Ombudsteam shall refer the Complainant to appropriate institutional support services with their consent.

## Article 20. Formal complaint

- 20.1. In order to submit a formal complaint, the Complainant can choose to:
- (a) Fill out the Complaint Form in the CEU *SpeakApp* providing their name and contact details and have it directly submitted to the Disciplinary Committee;
  - (b) Print out the Complaint Form in Annex 1, fill it out, sign it, and send it to the Disciplinary Committee who will digitize this complaint in the CEU *SpeakApp*;
  - (c) Ask for the support of an Ombudsperson to fill out the Complaint form as above.
- 20.2. A formal complaint under Article 20.1 can be filed by the Complainant within 15 working days after an informal complaint procedure had resulted in a partial agreement or in no agreement.
- 20.3. If the Complainant considers that the Respondent has not followed the mediation agreement, the Complainant can file a formal complaint under Article 20.1.
- 20.4. Formal Complaints will be dealt with by the Disciplinary Committee directly.

## Article 21. Formal Procedure

- 21.1. The formal procedure shall be conducted pursuant to the procedures described for complaints in Part V of the Code *mutatis mutandis*.
- 21.2. In cases involving allegations of harassment, a fact-finding team composed of two members of the Disciplinary Committee named by the chairperson of the Disciplinary Committee and who have received training in investigating harassment complaints shall carry out the fact-finding. In selecting members of the fact-finding team, regard will be given to the nature of the complaint and relevant diversity considerations.
- 21.3. In investigating violations of this Policy, the DC Chair may ask the ON for previous records of informal complaints against the Respondent. Anonymous disclosures against the Respondent can only be made available to the DC Chair if they are 3 (three) or more. The DC Chair may also request the ON to provide any materials filed by the Complainant.
- 21.4. In sexual harassment investigations undertaken by the Disciplinary Committee, the Committee will follow their Investigation plan for Sexual Harassment Complaints, which shall be available on the CEU website and shall be provided to all Parties. Basic principles guiding all Committee investigations are:
- (a) Investigations will be undertaken as promptly and thoroughly as possible.
  - (b) The Fact Finders are neutral and proceed on the basis of the presumption of innocence.
  - (c) For sexual harassment complaints, both Fact Finders are present at all interviews.
  - (d) The Committee is conscious to avoid any potential re-traumatization. The Parties will be invited to bring a support person with them to interviews and any hearing.
  - (e) Investigations are conducted on the presumption that there are no cases that cannot be determined – it is not ‘he said, she said’ – the responsibility of the fact finders is to analyse the facts, assess credibility and come to a determination to present to the Committee.
  - (f) The standard of proof is ‘on the balance of probabilities’. That is, the allegations are ‘more likely than not’ to have occurred, with due regard for the requirements of the

Policy.

(g) Written/typed notes are taken for all interviews.

(h) Any material obtained (text messages, screen shots, emails) is saved and secured (according to the GDPR rules) in the confidential Committee folder.

21.5. The ON will be available to provide expertise to the Disciplinary Committee for cases of harassment or sexual harassment.

21.6. A anonymised report of every harassment or sexual harassment case addressed by the Disciplinary Committee (including any subsequent appeal to the Grievance Committee) will be recorded in the *SpeakApp* database.

## **Article 22. Disciplinary Measures**

Any Student, Employee, Contractor, External or Other found to have violated this Policy by engaging in conduct constituting harassment or sexual harassment will be subject to appropriate disciplinary action, which may include oral, written reprimand, expulsion, suspension or other measures that may be imposed pursuant to applicable law and the Code.

## **Article 23. Remedies**

The University may offer remedies which it deems appropriate to the individual or individuals harmed by the harassment or sexual harassment. Such remedies may include, in case of Students, alternative grading and academic decision-making, in order to protect Students from the threat of academic reprisal, counselling, an opportunity to repeat course work without penalty, or other appropriate interventions, in case of Employees, promotion, reinstatement, back pay, counselling or other appropriate interventions. The Disciplinary Committee may make recommendations to the University on the nature of the remedies that may be appropriate in the circumstances.

## **Article 24. Time Limits**

24.1. All complaints of harassment should be filed as soon after the offending conduct as possible, but no more than two years after the most recent conduct alleged to constitute harassment. In cases of sexual harassment, the time limit for reporting is three years since the incident.

24.2. CEU's two-year time limit on the filing of claims of harassment, and three-year time limit on the filing of claims of sexual harassment for which formal procedures may be used is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect Respondents against complaints that are too old to be effectively investigated. Further delay may make addressing the harassment difficult as witnesses may no longer be able to recall events, witnesses may have gone on to other programs or employment, corroborating evidence may not be available, and/or intervening events may have occurred.

## **Article 25. Immediate, temporary or urgent measures**

25.1. Immediate, temporary or urgent measures may be imposed by the Disciplinary Committee, where necessary in consultation with CEU's Legal Counsel, in case of a suspected violation of the Policy by Students, Employees, Contractors, Externals or Others. Immediate measures are listed in Annex 5 of the Code. The procedures in relation to immediate measures shall be conducted pursuant to the procedures described for immediate measures in Part II of the Code *mutatis mutandis*.

25.2. Besides the immediate measures listed in Annex 5 of the Code, any necessary interim steps (e.g. reassignments, change in academic schedule) may also be imposed by the Disciplinary

Committee to protect an alleged victim of harassment. The procedure set out in Part II of the Code shall be followed in the case of such interim steps, as required.

## **Section IV. OMBUDSPERSONS NETWORK**

### **Article 26. Ombudsperson Network**

CEU establishes an Ombudspersons Network (ON) with the following objectives:

- a. to strengthen the framework of support for the University Community, Contractors and Externals who feel they have been subject to, or have witnessed, harassment or sexual harassment;
- b. to provide a mechanism by which complaints can be addressed in a timely and non-adversarial manner;
- c. to provide multiple entry points to complainants in order to facilitate coming forward with their complaint;
- d. to provide a venue for recording and monitoring anonymous disclosures of harassment and sexual harassment, which can serve the identification of institutional patterns and prevention of further harassment;
- e. to facilitate the operation of a policy framework for systematically recording and monitoring sexual and other harassment at CEU.

### **Article 27. Composition and Appointment of the Ombudspersons Network**

- 27.1. To secure “multiple access points” for complainants, the ON will include 5 Ombudspersons. The ON will mirror diversity within the University Community in terms of genders, race/ethnicity, age and status within the community (administrative staff, academic staff, students).
- 27.2. Ombudspersons can be nominated by Employees and Students or self-nominated.
- 27.3. Ombudspersons will be appointed by the Senate for a period of 3 years with a possibility of renewal for a second term. In the process of appointment, the Senate will consult with the Equal Opportunity Committee and the Gender Equality Officer to request expert advice on the suitability of the candidates.
- 27.4. The Gender Equality Officer may coordinate the activity of the group and allocate cases within the ON as needed.
- 27.5. The Gender Equality Officer oversees the work of the ombudspersons to ensure that they are working in a manner compatible with the purpose and procedures of this Policy.
  - 27.5.1. Where the Gender Equality Officer is concerned that an Ombudsperson is failing in their duty and/or acting in a manner incompatible with this Policy, they will bring this to the attention of the Chair of the Disciplinary Committee.
  - 27.5.2. Any member of the CEU Community, including another ombudsperson, may contact the Gender Equality Officer or Chair of the Disciplinary Committee if they are concerned that the Ombudsperson is not undertaking their duties in a manner compatible with this Policy.

27.5.3. The Disciplinary Committee, in consultation with the Gender Equality Officer and ON, may adopt standing rules to elaborate on the procedure to be followed under this article. These should be made publicly available on the CEU website.

27.6. A serving member of the Disciplinary Committee, the Grievance Committee, current University Counsel, the Provost, or Rector, cannot be an Ombudsperson, given the roles of these individuals in other parts of CEU disciplinary processes.

## **Article 28. Principles**

28.1. The ON provides an independent and neutral review of complaints that are included within the scope of the Policy. The ON is not an advocate for the Complainant or for the Respondent.

28.2. No Complainant will suffer disadvantage as a result of making a complaint to the ON or assisting an ON enquiry. Consequences of retaliation are detailed under the Article 10.

28.3. Confidentiality will be respected. All parties involved in the resolution of a complaint will restrict information about the complaint, including the identities of those involved, to the minimum number of parties who require information in order to resolve the complaint. All materials related to a complaint will be held securely in the *SpeakApp* under password protection and labelled strictly confidential.

28.4. Members of the ON receive mandatory and substantive training in handling harassment and sexual harassment complaints, including in mediation techniques.

## Section V. CONFIDENTIALITY, DATA ACCESS, RECORDING AND MONITORING

### Article 29. Confidentiality

- 29.1. All persons involved in any aspect of an allegation of harassment should respect the confidentiality of the matter and must keep the matter strictly confidential, unless otherwise required by law. Information will only be disclosed to the extent required by law, and to the extent that such disclosure is necessary and permitted under this Policy for the investigation and adjudication of any claim of harassment.
- 29.2. The Complainant (and, if applicable, the person who suffered the alleged harassment) may make a request for confidentiality/privacy at any point. This type of request means that the requester does not want her/his identity known to the Respondent and the witnesses. If at any point privacy is requested, the University will make all reasonable attempts to comply with this request, while recognizing that the Respondent may have to learn the identity of the Complainant (and, if applicable, the person who suffered the alleged harassment) in order to be able to defend him or herself effectively and that such disclosure may also be necessary the investigation and adjudication of any claim of harassment. The identity of the complainant will only be revealed after the complainant has been informed .

### Article 30. Data Recording

- 30.1. The online reporting system *SpeakApp* is a secure externally provided website which allows CEU to receive and document disclosures and reports about harassment. The content of anonymous disclosures and reports containing personal information will be stored and processed within the online *SpeakApp* system.
- 30.2. Every notification of an allegation of harassment whether in writing to *SpeakApp*, in person or via email to the ON, whether with the Complainant's name or anonymous, should be recorded in the CEU *SpeakApp* database in the form of a case report by the Designated Ombudsperson. The reporting form in Annex 1 details the information to be included.
- 30.3. In addition to filling in the template in Annex 1, reports will include information about the action(s) taken or proposed (type of informal resolution, referral to the DC), a brief statement of the reasons for that action, resolution achieved if any (including reparation and measures recommended for prevention of future harassment), and the outcome (agreement to the satisfaction of both parties, partial agreement, no agreement).
- 30.4. If a case is transferred to the DC, the report will also include a summary of proceedings and outcomes there, prepared by the DC Chair.
- 30.5. Case reports on cases of harassment and sexual harassment handled solely by the DC will also be recorded in *SpeakApp*. The DC Chair will issue the report following the form in the Annex 1.
- 30.6. Each report will have a submission date and a unique ID. Decisions, actions taken, and support provided will be manually recorded within the system within each report.
- 30.7. Case reports are stored confidentially in the *SpeakApp* system and used in an anonymized form for monitoring purposes.
- 30.8. After two years from the date of the incident, harassment claims will be deleted from the system and no longer serve as evidence for future allegations. For sexual harassment claims, a three-year rule applies, in consistency with article 24.1.



## Article 31. Data Access

- 31.1. A GDPR-compliant privacy notice will be available for those who wish to make a complaint so to make clear to them what happens with the data they share during the entire process.
- 31.2. Access to full details of an informal complaint in the CEU *SpeakApp* will be limited to the Designated Ombudsteam in charge of such complaint.
- 31.3. Otherwise, members of the ON will only have access to anonymised case reports of informal complaints.
- 31.4. Access to anonymous disclosures will be provided to all members of the ON only when 3 or more of these are submitted against the same person.
- 31.5. Members of the Disciplinary Committee will have access to formal complaints. The DC chair will be given access to specific reports of informal complaints in order to respond to any requests for formal action. Member of the Disciplinary Committee and the DC Chair cannot see the details of any reports they have not been specifically given access to (see Article 22.3). Access is through an email address and secure password.
- 31.6. Records will be managed in accordance with GDPR. These include ensuring that personal data is held securely.
- 31.7. Requests to withdraw a complaint by the Complainant will not automatically be granted for cases listed under Article 7.1.3 (a), (b) and (c), and Article 7.2.3 (a) and (b). For all other cases, withdrawal will be permitted taking into account the severity of the case, student and employee welfare. The record of the complaint, as well as the email requesting the withdrawal, will be kept.
- 31.8. Case reports will be stored in the *SpeakApp* for 10 years after having been recorded.
- 31.9. The Disciplinary Committee Chair will be able to request the ON to check *SpeakApp* as to whether a respondent or Complainant who is the subject of a complaint before the DC has previously made a complaint or has been complained about. The DC Chair will be provided with confidential access to any resulting records.

## Article 32. Data Monitoring

- 32.1. The ON in cooperation with the CEU Gender Equality Officer issues public Harassment and Sexual Harassment Monitoring Reports every two years based on experiences of the ON and data processed anonymously from *SpeakApp*.
- 32.2. Monitoring report should include:
  - (a) Number of complaints.
  - (b) Time it took to reach resolution.
  - (c) Gender and category of Complainant (student, alumni, staff, faculty etc.).
  - (d) Gender and category of Respondent.
  - (e) Type of Harassment.
  - (f) Informal resolution adopted.
  - (g) Outcome in case of mediation: Agreement to the satisfaction of both parties/Partial agreement/no agreement
  - (h) Trends in complaints.
  - (i) General recommendations/strategies at the institutional level to prevent or limit further harassment.
  - (j) Service improvements needed.

- 32.3. Monitoring Reports will be presented to the Academic Forum and Senate. They will analyse complaints to identify systemic issues and make recommendations about reforms needed.
- 32.4. For monitoring purposes, case reports will be anonymized by the Designated Ombudsperson by removing any information that may lead to identification of individuals.
- 32.5. Otherwise Part III of the Code shall be applicable *mutatis mutandis* for questions of confidentiality, minutes, record keeping and representation.

## Section VI. PART VI. AWARENESS RAISING AND TRAINING

### Article 33. Awareness Raising

- 33.1. The Student Rights and Regulations and the Academic Staff Handbook contain an explicit mention of CEU's Policy on Harassment, and the Policy is available on the CEU website.
- 33.2. CEU students participate in mandatory information sessions at the beginning of the Academic Year on the Policy and on what constitutes harassment and sexual harassment.
- 33.3. Permanent informational resources on harassment and sexual harassment will be made available on CEU's website. The website URL and information on the location of these resources will be posted in a wide range of locations.
- 33.4. All on-boarding materials for new employees and students will include a hard copy of the Policy, or an electronic copy of the Policy or a link to the electronic copy of the Policy.
- 33.5. Orientation sessions for all new employees will provide information on harassment, sexual harassment and main features of the Policy, as well as information on how to file a harassment complaint.
- 33.6. Contractors and Others will be provided with a hard copy of the policy, an electronic copy of the Policy or a link to the electronic copy of the Policy.
- 33.7. A reference to this Policy and a link to its electronic copy will be made available in invitations to CEU academic and social events open to Externals. Reference to this Policy will be made visible in the Residence Centre and CEU Premises, and a copy of it will be available for visitors on demand.
- 33.8. At the beginning of each academic year, the names and contact information of the ON, as well as the names and contact information of the members, chairpersons and deputy chairpersons of the Disciplinary Committee and the Grievance Committee of the University will be posted in a form available to Students, Employees, Contractors, and Others.

### Article 34. Training

- 34.1. The appointed members of the ON will receive mandatory specific tailored training in how to deal with harassment and sexual harassment complaints including mediation skills. This training should, as a minimum, cover:
  - (a) knowledge of all significant complaint handling paths available within the university;
  - (b) all record keeping requirements for receiving and processing a complaint;
  - (c) how to distil from a complaint the key issues that need to be addressed;
  - (d) assessing whether they may have a conflict of interests in handling the complaint;

- (e) eliciting and managing complainant expectations;
  - (f) assessing whether a complaint is suitable for informal resolution;
  - (g) assessing whether a complaint may fall under criminal law and/or due to its severity should be referred to the DC;
  - (h) assessing whether a Complainant's identity or that of other parties can, in practice, be kept confidential and, if so, whether this ought to occur;
  - (i) assessing the risk of reprisals against a complainant for having complained;
  - (j) assessing the risk of reprisals/detriment to other parties;
  - (k) assessing whether a complaint alleges serious misconduct;
  - (l) knowledge of where and when to refer complaints they are unable to deal with, both external referral options and internal ones;
  - (m) knowledge of external referral options for complaints;
  - (n) providing adequate reasons for complaint-handling decisions.
- 34.2. CEU provides mandatory training for all members of the Disciplinary Committee and the Grievance Committee for addressing harassment and sexual harassment complaints. This training must be sufficient to enable the proper investigation of complaints.
- 34.3. Medical and psychological counselling personnel will receive mandatory specific training on how to deal with harassment and sexual harassment cases.
- 34.4. CEU will provide annual by-stander training for Students and Employees. This will be open to Contractors and Others wherever possible.
- 34.5. In recognition of its commitment to a harassment free University, CEU will allocate a specific line in the budget to cover training needs.

## **Section VII. PART VII FINAL PROVISIONS**

### **Article 35. Entry into Force**

- 35.1. The Policy shall enter into force eight (8) days after adoption by the Senate. The Policy shall be public and communicated to each current member of the University Community with information on the location of the policy on the CEU website.
- 35.2. Amendments and annexes to the Policy adopted by the Senate will enter into force one (1) day after their publication and distribution to the members of the University Community.

### **Article 36. Status of Annexes**

- 36.1. The annexes to this Policy shall form an integral part of this Policy.
- 36.2. A reference to this Policy constitutes at the same time a reference to any annexes thereto.
- 36.3. All annexes that were passed after the implementation of this Policy shall be incorporated herein as part of the Policy.

### **Article 37. Amendments**

In accordance with the relevant procedural requirements, the Provost, the Disciplinary and Grievance Committees, the ON, the Gender Equality Officer and the Senate Equal Opportunity Committee are entitled to further define the categories of harassment or procedures for handling complaints, deemed necessary in order to respond to the changing needs of the University Community, which may take the form of a modification to the body of this Policy, or be incorporated as part of the Policy in the form of annexes. Any

such modifications, amendments or annexes must be approved by the Senate.

Minor technical or procedural modifications can be approved by either the Disciplinary or the Grievance Committee, with the agreement of the chair of the other committee.

### **Article 38. Periodic review**

This Policy shall be reviewed within 24 months of its adoption by University counsel and a committee appointed by the Senate based on the practice and jurisprudence of the ON, the Disciplinary and Grievance Committees and changes in legislation.

Signed by *CEU President and Rector Michael Ignatieff*.

The original document is filed at the Office of the Academic Secretary.

## Annex 1

### Complaint Form

#### Online Complaint Form

##### Type of record

- Anonymous disclosure (this will reach the entire Ombudspersons network).
- Informal complaint with your name (this will reach only one member of the Ombudspersons Network of your choice)
- Formal complaint (this will reach the Disciplinary Committee of the Central European University).

--- If Anonymous disclosure.

Please note that you will receive no follow up on this complaint and no further action will be taken. It will be only used for statistical purposes and for detecting patterns of harassing behavior. If you wish a follow up, you should choose "informal complaint with your name".

\* mandatory fields

##### You are a ..... of the incident\*

- Victim
- Witness

Name and surname and department or unit of the person that committed the alleged harassment (please include other identificatory details if the person is not from CEU)\*

---

##### Status of this person\*:

- Student
- Employee
- Contractor
- External
- Other

Please provide a detailed description of the alleged harassment, including date(s) and location(s), nature of offensive acts, whether you indicated the unwanted nature of the act(s)

---

Please upload any supporting material

---

Was the behavior linked to real or perceived personal traits?

- Age
- Disability
- Gender
- Sexual orientation
- Ethnicity
- Religion or belief
- Transgender status
- Caring responsibilities
- Nationality
- I don't know

Other remarks (anything the Ombudsperson should be aware of?)

---

Why are you reporting anonymously? \* Choose all of the relevant options

- I'm worried the perpetrator would retaliate
- I don't want anyone to know it took place
- I am worried about being called a troublemaker
- I am concerned that I cannot prove the behavior took place
- It's not serious enough to warrant a formal complaint
- I reported it to someone but they didn't take it seriously

Could you give more details? \_\_\_\_\_

- I don't know how to make a complaint
- The victim did not want to report it themselves
- Nothing would be done if I made a complaint
- I have concerns it might affect my current or future career
- I feel partly to blame for what happened
- Making a complaint would have a negative impact on my health
- I feel too embarrassed or ashamed
- I'm worried that I won't be believed
- I don't want to get the other person/people into trouble
- I don't have time to make a complaint
- I'm worried that there would be repercussions in my social circle

-- If Informal complaint with name

Your complaint will be received by one Ombudsperson of your choice who will maintain confidentiality. This Ombudsperson will get in touch with you within 10 working days to discuss possible options. The Ombudsperson will take action with your consent. Informal procedures involve no investigation and no disciplinary sanctions against an alleged harasser. Investigative action and sanctions will only be launched if you opt to also initiate a formal complaint with the Disciplinary Committee, or where the complaint is of a serious nature (see Article 19.4 of the Policy).

\*mandatory fields

**Your name\***

---

**Your surname\***

---

**Your status\***

- Administrative staff
- Faculty
- Student
- Alumni
- Employee of a contracting company
- Visitor
- Former CEU employee
- Other: \_\_\_\_\_

**Name of the Ombudspersons of your choice** (*Drop-down list*)

---

**Is there any member of the Ombudspersons Network you would NOT want to handle your complaint?** (*Drop-down list*)

---

**You are a ... of the incident\***

- Victim
- Witness



**Your gender\***

- Male
- Female
- Prefer to self-describe: \_\_\_\_\_
- Prefer not to say

**Name and surname of the person that committed the alleged harassment\* (Drop down list for CEU members)**

---

**Status of this person\*:**

- Student
- Employee
- Contractor
- External
- Other

**Please provide a detailed description of the incident(s) relating to the alleged harassment, including date(s) and location, nature of offensive acts, whether you indicated the unwanted nature of the act(s), whether there were any witnesses\***

---

Was the behavior linked to real or perceived personal traits of the victim?

- Age
- Disability
- Gender
- Sexual orientation
- Ethnicity
- Religion or belief
- Transgender status
- Caring responsibilities
- Nationality

I don't know

Other remarks (anything the Ombudsperson should be aware of?)

---

-- If formal complaint

Your name\*

---

Your surname\*

---

**Are you filing this complaint on your own behalf?** (i.e. you are the person who has been directly affected), or are you bringing this issue to the attention of the Committee (i.e. asking the Committee to look into a possible breach of the Policy on Harassment that has come to your attention)

- I am the person being directly affected by harassment
- I am not the person being directly affected by harassment

Your status\*

- Administrative staff
- Faculty
- Student
- Alumni
- Employee of a contracting company
- Visitor
- Former CEU Employee
- Other: \_\_\_\_\_

Name and surname and Unit/Department of the person(s) alleged to have engaged in the conduct (respondent(s)) (drop down list)\*

---

Status of alleged respondent(s) in line with the Code of Ethics

- Student

- Employee
- Contractor
- External
- Other

Details of the incident(s) relating to the alleged harassment, including dates and location, nature of offensive acts, whether you indicated the unwanted nature of the act(s), whether there were any witnesses\*

---

Was the behavior linked to real or perceived personal traits?

- Age
- Disability
- Gender
- Sexual orientation
- Ethnicity
- Religion or belief
- Transgender status
- Caring responsibilities
- Nationality
- I don't know

Description of any potential evidence, including the names of any witnesses, materials you can provide the Committee such as documents, emails, social media posts etc.

Available evidence may be attached to this form or emailed separately to [DisciplinaryCommittee@ceu.edu](mailto:DisciplinaryCommittee@ceu.edu).

---

Description of the type of remedy or assistance you are seeking. You may also indicate here what sanction you feel is appropriate in this case.

---

**Immediate Measures:** Please tell us here if you feel there are immediate measures required (e.g, something that needs to be done straight away to either protect you/another) and what type (see Article 12 and Annex 5 to the Code of Ethics for detail of the type of measures available).

---

**Other Comments:** Please note here if you are concerned regarding potential conflict of interests under the Code of Ethics (see Article 22). You may also make any other comments here you feel the Committee should be aware of.

---

I, the undersigned declare that I have submitted the present complaint after reading and understanding the Code of Ethics and the Central European University's Policy on Harassment.

[NAME AND DATE/SIGNATURE]

## Annex 2

Template of notification (designed by Legal Team)

### NOTIFICATION OF Anonymously REPORTED ALLEGATIONS OF HARASSMENT

To the attention of: (....)

Unit/Department: (...)

Dear (...),

This is to inform you that we have received three separate anonymous disclosures regarding possible harassment. In these three reports you were named as the alleged perpetrator. Please see below the relevant rules on Anonymous disclosures.

*“Article 16. Anonymous disclosures*

*16.1. Anonymous disclosures are intended to operate as signals towards CEU in cases when potential complainants do not feel comfortable to reveal their identity but would like to facilitate the identification of patterns of harassment. Such disclosures will be monitored by the Ombudspersons Network (ON) in order to prevent future harassment from occurring.*

*16.2. The person making the disclosure must fill out the Complaint Form in the CEU SpeakApp without disclosing their name, identifying the nature of the alleged harassment and the person alleged to be the harasser. The CEU SpeakApp is a secure and confidential method for informing the ON about any experience of harassment.*

*Article 17. Ombudspersons Network action based on anonymous disclosures*

*17.1. When three anonymous disclosures against the same person have been submitted, the ON will notify the alleged perpetrator with a template annexed to this Policy (Annex 2).*

*17.2. Individual anonymous disclosures will not normally serve as basis for investigative procedures and/or disciplinary sanctions. Exceptionally, severe cases (e.g. those potentially falling under criminal law) may require action from CEU ON and possibly the Disciplinary Committee to protect the interests of the University Community.”*

**Please see below the short summary of disclosures we have received:**

[...all cases shall be specified separately]

CEU is strongly committed to preventing and combating all types of harassment and takes all complaints seriously.

The CEU Harassment Policy defines Harassment in Article 7.1.

7.1.1 For the purposes of this Policy, harassment is a conduct which, because of its severity and/or persistence:

- is likely to violate another person's dignity;
- has the purpose or effect of creating an offensive, degrading, intimidating, or hostile environment; and/or
- has the purpose or effect to interfere significantly with an individual's ability to participate in, and/or benefit from, their educational or working environment by negatively affecting the person physically and/or emotionally.

Sexual harassment is a particular form of harassment described in Article 7.2.

Please be aware that in case the repetition of any such behaviour proved to be well-founded, it may lead to a disciplinary proceeding under the relevant CEU Policies.

*"Article 22. Disciplinary Measures*

*Any Student, Employee, Contractor, External or Other found to have violated this Policy by engaging in conduct constituting harassment or sexual harassment will be subject to appropriate disciplinary action, which may include oral, written reprimand, expulsion, suspension or other measures that may be imposed pursuant to applicable law and the Code."*

The purpose of this notification is solely to inform you, in accordance with the relevant procedural provisions of the CEU Policy on Harassment, that you have been identified as alleged harasser. These cases have not been investigated, and therefore no harassment or any other behaviour in breach of CEU policies has been established. As per the CEU Policy, *"Individual anonymous disclosures will not normally serve as basis for investigative procedures and/or disciplinary sanctions."*

We understand that false accusations of harassment can have serious effects on innocent persons, therefore we handle these disclosures with special reserve and caution, which is why they are not ordinarily the basis for investigations to commence.

The members of the Ombudspersons Network are available for discussion and guidance.

Date: [...]

Sincerely yours,

-----

[...]

## Annex 3

(Taken from the Code of Ethics)

**Clause to be included heretofore into all contracts to be concluded by the CEU Group entities:**

Agent/Supplier declares to have received, read and understood the CEU Policy on Harassment and accepts its binding effect. Agent/Supplier declares to accept the jurisdiction of the officers and committees of the Central European University implementing the Policy



<b>Document information</b>	
Type	Policy
Number	P-1402-1v2103
Title	The Central European University's Policy on Harassment
Related documents	Code of Ethics
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Date of approval	February 28, 2014, amended October 22, 2020 and March 11, 2021
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