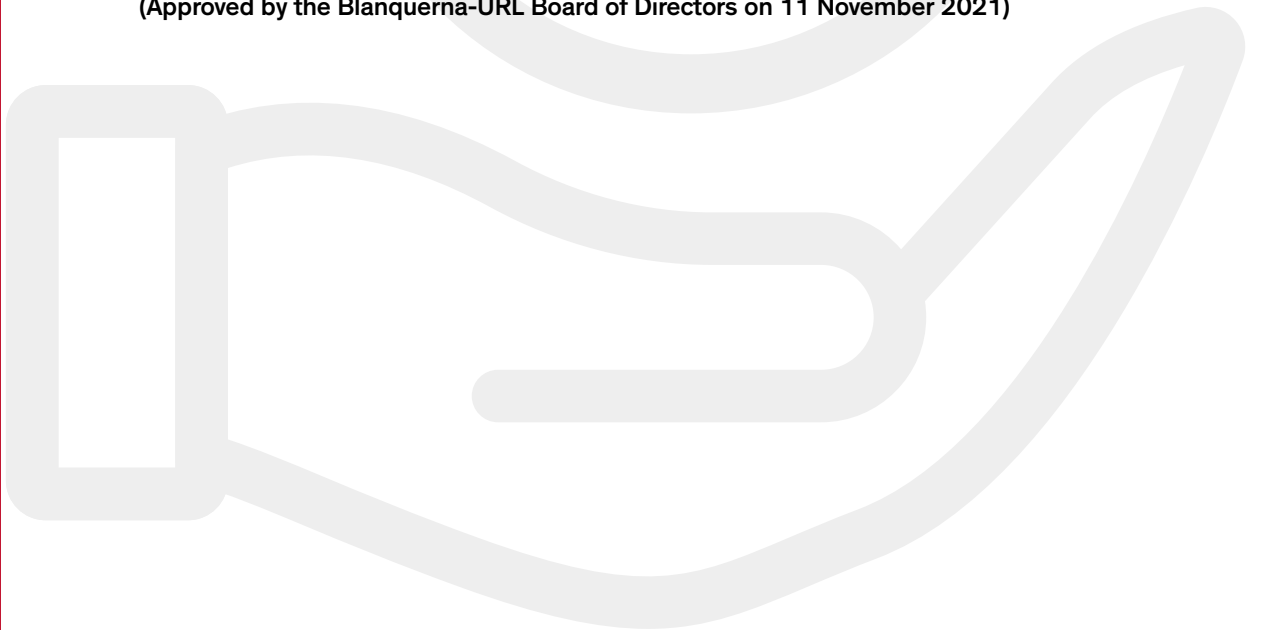


Safeguarding Policy Blanquerna-URL



(Approved by the Blanquerna-URL Board of Directors on 11 November 2021)



 **Blanquerna**

UNIVERSITAT RAMON LLULL

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Institutional commitment

Inspired by the principles of Christian humanism, Blanquerna-URL is deeply committed to building a fairer and more caring society. In this vein, we wish to create a setting where fair treatment prevails, particularly towards highly vulnerable individuals and groups.

Blanquerna-URL wants to promote, respect and protect the safeguarding of childhood and teenagers and the rights enshrined in the UN Convention on the Rights of the Child.

The staff and students of Blanquerna-URL are committed to acting respectfully towards everyone, particularly children and teenagers, which is why we have drawn up this Safeguarding Policy. It sets out the guiding values that will help us to keep our commitment.

Mission

As a plural university community, Blanquerna-URL is on a mission to bring comprehensive education to individuals so they can become skilled and ethical professionals who are committed to social change, creating knowledge at the service of justice and the common good.

Vision

To become a university in Barcelona that is nationally and internationally renowned for its own innovative learning style, for excellent professional training with a high level of employability and social commitment, and for the impact of its research on society.

Values

- Quality
- Creativity
- Persona
- Putting down roots and opening the student to the world
- Professionalism and service
- Civic engagement

Aims

- To promote a culture of fair treatment and protective environments, creating conditions that guarantee that every single person involved in Blanquerna-URL is respected, and paying special attention to protecting those who are highly vulnerable, such as children and teenagers.
- To follow the mandate of the Holy See in terms of child protection.
- To guarantee that each and every person that works for or partners with Blanquerna-URL is trained, that they know, understand and accept their responsibilities in terms of fair treatment, and promote compliance with the Safeguarding Policy.
- To establish clear and concise procedures to report and respond to failures to comply with the Policy (Appendices A, B and C).

Definitions

- Boys and girls: any child under the age of 18.¹
- Rights of the Child: Rights of boys and girls enshrined in the UN Convention on the Rights of the Child 1989 and other international texts, in particular the EU Charter of Fundamental Rights of the Child approved by the European Parliament in 1992. These rights have been incorporated into Spanish legislation, singularly into the Legal Protection of Children and Young People Organic Act of 1996 amended in 2015.
- Safeguarding: Safeguarding children is a responsibility that organisations assume to ensure that their members or co-workers, and the activities and services they provide protect the boys and girls with whom they work from any form of violence, preventing them from being exposed to risks. It involves preventing, detecting, reporting and acting, transferring to the competent authorities any risk to the children's integrity.²
- Violence against children: A non-accidental act or omission, infringing the rights of children, which threatens or stops their safety and their basic physical and psychological needs from being met. It includes all kinds of harm, physical or mental abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.³
- Fair treatment: Grounds for all protective messages and care for children with regard to their rights, the primary consideration of their best interests, and in particular their right to be heard, their right to life and development and non-discrimination. Not only is fair treatment the elimination of all forms of violence, it is also, above all, a mandate to act positively in relation to care for children and teenagers, which ensures their holistic development.

Scope of application

This policy applies to:

- People who work at Blanquerna-URL– employees, volunteers, interns, the board,– as well as those who work on behalf of the institution,– consultants or contractors and other counterparts.
- Counterparts who participate in organised activities with children and adolescents– service providers, partners–.

Therefore, this policy refers to children and teenager, students and vulnerable adults with whom the persons mentioned in the previous paragraph come into contact, as well as their families.

The Policy will be applied everywhere regardless of the geographical location, both physical and virtual.

¹ Article 1 of the UN Convention on the Rights of the Child

² Keeping Children Safe

³ Article 19, UN Convention on the Rights of the Child



Principles

- **Best interest of the child:** it is right, principle and a procedural guideline based on an evaluation of all the elements of interest of one or more children in a specific situation. The aim of the concept of best interest of the child is to guarantee the full and effective enjoyment of all the rights recognised by the Convention and the holistic development of the child⁴.

Within the framework of this protection policy, this principle takes into account all the decisions that concern him or her. What is best for the child has to be taken as a reference point, regardless of what might be best for the organisation or for the other individuals concerned.

- **Non-discrimination:** It ensures that the rights of the child are applied without any discrimination whatsoever, regardless of the race, skin colour, sex, language, religion, political or other beliefs, national, ethnic or social origin, economic status, disability or any other condition of the child, their family or their legal representative. All suitable measures will be taken to guarantee that the child is protected against any form of discrimination or punishment because of the condition, activities, opinions or beliefs of their guardians or family members⁵.
- **The right to life, survival and development:** these rights are safeguarded as a fundamental guide to the institution's actions.
- **Child participation:** Children have the right to freedom of expression and to express their opinion on the matters that affect their social, economic, religious, cultural and political life. The rights to participate include the right to express their opinions and for them to be heard, the right to information and the right to freedom of association. The enjoyment of these rights as they grow older helps children to promote the realisation of all their rights and prepares them to take on an active role in society. The organisation establishes mechanisms to involve children in the decisions relating to the application of the policy.
- **Zero tolerance:** the organisation makes all the efforts necessary to comply with this Policy, despite the operational issues or cost they may have, with zero tolerance for the risks that may put children and others in a vulnerable situation
- **Transparency:** open use of information provided that it does not contravene data protection laws. We inform those with whom we work, including children, of our Safeguarding Policy, and how we act to protect children.

⁴ General Remark No 14 on the right of the child to have his or her best interests taken as a primary consideration (Article 3, paragraph 1), CRC/C/GC 14.

⁵ Article 2, UN Convention on the Rights of the Child



Implementation

To comply with our commitment to an atmosphere of protection and fair treatment, Blanquerna-URL has the following implementation guidelines:

a) Risk assessment

Blanquerna-URL shows zero tolerance towards any behaviour that goes against this Policy. Risk prevention is key to guaranteeing that children are safeguarded. Regular assessments are undertaken each academic year on the potential risks of not complying with the Policy which may come up in the different areas of institution's work involving children, adolescents and vulnerable people who will also be assessed regarding incidents that have occurred and the solutions applied. Thus, measures that mitigate the risks identified will be updated.

b) Areas and documents promoting the safeguarding and culture of fair treatment

- **Ramon Lull University's Office for the Ombudsman.** Who registers and acknowledges receipt of all complaints and observations made to them through the established procedure (presentation of a form and accrediting documentation). Once the complaint has been lodged or ex-officio proceedings have begun, **the Office for the Ombudsman** will adopt the investigative measures deemed necessary. It will require the person affected by the complaint to state the pertinent claims, provide documentation or appear before them to make a report and, if applicable, they may inform and request information from the centre, department, section or offices affected. **The Office for the Ombudsman** shall have a maximum term of three months to resolve the case.

<https://www.url.edu/es/comunidad-universitaria/sindicatura-de-greuges/reglamento>

- **Gender Equality Commission.** Formed by a representative of each URL federated institution, it works to make equal opportunities for men and women a reality in the University.
- **Committee for the Attention to Students with Specific Needs of Educational Support (NESE).** This Committee of the Vice-Rectorate for International Relations and Students is in charge of analysing and responding to the requirements of students with disabilities and/or specific educational support needs who are studying an undergraduate degree, Master's Degree or a PhD at our University. These responses are channeled through the centres or faculties where the student is enrolled.
- **Anti-Harassment Protocol.** This Protocol contains the tools and mechanisms required to eradicate all types of discrimination and harassment among members of the university community, on the grounds of sex, sexual orientation, gender identity and gender expression as well as in the working environment. These tools and mechanisms are based on two key strategic dimensions: prevention and action. Available on: https://docs.blq.url.edu/equip_web/est_ca_protocol_assetjament.pdf
- **Equality plan.** As a set of measures to ensure equal treatment and opportunities between men and women in the University Community, as well as to eliminate any type of gender-based discrimination. Available on: https://docs.blq.url.edu/equip_web/pla_igualtat_ca.pdf
- **Personal Guidance Service:** The Personal Guidance Service (SOP) is formed by an interdisciplinary team of personal guidance counsellors who give students that request guidance for personal, academic or social problems from a educational psychology point of view. This service is free for students.



c) Report and response

In terms of report and response, the following has been established:

- Formation of a team in charge of compliance with the Safeguarding Policy (Safeguarding Committee). These individuals are responsible for safeguarding certain parts of each centre, one for each individual: Faculty of Health Sciences, Faculty of Communication and International Relations, Faculty of Psychology, Education and Sports Science and General Services. It involves:
 - the **Safeguarding Committee/Person Responsible** for safeguarding at Blanquerna-URL.

Faculty of Psychology, Education and Sports Science (FPCEE)

Mediator: Olga Herrero Esquerdo
 Phone number: +34 93 253 30 00
 Email: olgahe@blanquerna.url.edu
 Address: C/ Císter, 34, 08022 Barcelona

Faculty of Communication and International Relations (FCRI)

Mediator: Patricia Coll
 Phone number: +34 93 253 31 08
 Email: patriciacr1@blanquerna.url.edu
 Address: Pça. Joan Coromines s/h, 08001 Barcelona

Faculty of Health Sciences (FCS)

Mediator: Maria Rosa Rifà Ros
 Phone number: +34 93 253 31 27
 Email: rosarr@blanquerna.url.edu
 Address: C/ Padilla, 326-332 08025 Barcelona

General services

Mediator: Judit Martin Solanes
 Phone number: +34 93 253 30 60
 Email: juditms@blanquerna.url.edu
 Address: Pg. Sant Gervasi, 47 08022 Barcelona

- **People to be notified:** the whole university community.
 - Confidentiality and celerity principles.
 - Prevention and reporting protocols are circulated on all Blanquerna URL and Ramon Llull University channels and tools for the prevention of any type of violation.
 - Each and every person signing this Policy has an obligation to report non-compliance or suspected non-compliance to the person/email designated for such purposes.

d) Internal procedures have been established to guarantee that concerns, suspicions and reports of any type of violence are notified, recorded, analysed and responded to. As defined in the “Areas and documents promoting safeguarding and a culture of fair treatment” section.



- **Issues to be reported:** all matters relating to the safeguarding of minors and vulnerable adults, cases of violence, suspicion, and any matters regarding this policy.
- **When and how to notify (appendix with a form to be completed):** In all situations that occur in the face-to-face or in the virtual environment of the Blanquerna facilities, either in their own rooms or others, when the conduct takes place as part of a service, professional or academic activity organised by Blanquerna-URL or a third party (conferences, congresses, trips and travel, internships, participation in external events, etc).

Procedure and steps to take after the notification. When faced with a situation of harassment, the person concerned is entitled to choose between two courses of action: internal (within the context of the institution) and external (reporting it to the Labour Inspectorate, make work-related complaint or take criminal action).

The aim of this Procedure is the instrumentation of internal resolution procedures. This Protocol considers two internal courses of resolution: a Complaint and a Report. The mediator will inform the person who brings to light the facts of the characteristics pertaining to the two procedures and works with the person to make a decision on which course to take. They will always respect the personal decision that is taken by the allegedly aggrieved person. If the facts set out are not believed to be serious but significant enough to be put on record, a Complaint will be initiated. The Complaint is resolved by mediation undertaken by each centre's Mediator. When the facts set out are considered serious, a Report procedure will be initiated. A report involves the Investigation Committee opening an exhaustive investigation into the facts of the case. After, a decisive report is issued and intervention measures are proposed. The mediator may ask for expert advice from a member of the Blanquerna Personal Guidance Service (SOP) to discern the difficulty of the case. The following phases of action will be applied to both courses:

1. Initiation of proceedings
2. Procedure inquiry and resolution

1. Initiation of proceedings

Any person who is aware of or affected by conduct defined in this Protocol may initiate the procedure with a statement of facts before the Mediator appointed to the Blanquerna-URL centre where they work or study, in writing or verbally. If the procedure is initiated in writing, the form in Appendix III should be used to do so and it is expected to be by email—warning of the confidential nature of the text—or by letter, in a sealed envelope which should be handed to the Reference Person, or by filling out the document in Appendix B and delivering it directly. If the complainant prefers an oral statement of the facts, and notwithstanding the fact that it has been communicated to someone else (teaching body, PAS or student), they must offer their witness statement to the Mediator in an appropriate space that guarantees the necessary confidentiality.

The Mediator will take minutes of the meeting, which must be signed off by the complainant and the mediator themselves (see Appendix B). The statement of facts subject to investigation may be given by the person concerned but also by any member of the university community who has witnessed the events or is aware, either directly or indirectly, of conduct likely to be deemed as harassment, whether they are a student, teacher, administration or services staff or staff from partner companies. Once they are aware of the case, the Mediator or Reference Person will inform the Dean of the Faculty or Head of the Centre and initiate the inquiry phase, for either a Complaint or a Report.



1.2. Procedure inquiry and resolution

1.2.A. Complaint

1.2.A.1. Inquiry into a Complaint

Concerning a Complaint, the complainant can choose from two courses of action:

- Address the person who committed the act leading to the complaint to request that they rectify or correct the situation. In this case, the mediator should be informed of the outcome of the discussion.
- Request intervention from the Mediator. In this case, the Mediator will contact the person who appears to be causing the situation subject to the complaint to get their opinion on the facts and come to an agreement. The terms for the mediation procedure must not exceed 5 working days. If, for whatever reason, the complainant does not wish to formalise the complaint but based on the information received, the mediator believes that the situation needs to be put right, they will inform the Centre's Management—respecting the right of confidentiality of those involved—so that the company can adopt preventive measures, raise awareness, do training or take the actions it considers necessary to deal with the signs detected. If at the time of receiving the complaint, the Mediator then believes it necessary, they will be given the support of the Personal Guidance Service (SOP), who will help to provide corrective solutions.

1.2.A.2. Complaint resolution

In the event that mediation is requested and if the reported behaviour is indeed inappropriate with regard to the rules of this Protocol, the Mediator will explain to the perpetrator the need to correct it and will inform them of the consequences should their behaviour persist. Within a period not longer than ten days, the mediator will speak to the complainant to check that the situation has ceased and will consider the Complaint to be closed. The mediator will put this paperwork on record as well as what the complainant can do in discussion with the person who committed the act leading to the Complaint (Appendix C) and will send this document to the parties involved, specifying the resolution. If the verification concludes that the problem leading to the Complaint is persisting, the Mediator will inform the Dean or the Head of the Centre, who will act in accordance with the section on the Disciplinary Measures in this Protocol. If, however, when analysing the case, the Mediator and, if they have intervened, the Personal Guidance Service (SOP), conclude that the Complaint has no grounds, they will archive it, inform the complainant and state the grounds that led to this conclusion.

1.2.B Report

1.2.B.1. Inquiry into a formal internal Report

A formal internal report is drawn up when, given the seriousness of the facts, decided on by the complainant, any person who has knowledge of the facts or the Mediator themselves acts of their own accord. To initiate the inquiry procedure, the Mediator will study a formal Report document (see Appendix B) and will inform the centre's management, who will then convene the Investigation Committee, which must meet within a maximum period of 3 working days. Once the Investigation Committee has been set up, it will take the pertaining actions aimed at clarifying the facts, interviewing the complainant, the respondent and the witnesses, if there are any, and gathering all the information required as swiftly as possible.



All members of the Blanquerna-URL community have a duty to lend their collaboration in clarifying the facts, if they are asked to do so. This process must be undertaken with maximum respect for the principles of confidentiality and dignity towards those involved. The Chairperson of the Commission can order cautionary measures to be adopted during the inquiry phase if they deem it appropriate. The person who files the report has to provide signs or evidence stemming from a situation of discrimination or harassment, and the respondent has to prove the absence thereof, according to the procedural process of the burden of proof. To avoid situations of defencelessness, the respondent can receive – if they request it – assistance from a representative of the Works Council if they are a worker or the Student Council if they are a student. The persons concerned can bring someone with them to the interviews. During the inquiry period, the Chairperson of the Committee is in charge of ensuring the safekeeping and custody of the documentation collected.

1.2.B.2. Resolution of a formal internal report

If, at the end of the inquiry period, which shall not exceed 15 working days from its initiation, the Investigation Committee believes that there is not enough evidence or proof that a situation of harassment exists, they will archive the report and this will be stated in the report sent to management. However, in these situations a decision may be made to take measures to minimise contact between the persons involved or to propose, if it has not been done before, that a mediation process is initiated. The Faculty may open disciplinary proceedings against anyone who files a harassment complaint that is completely false or made in bad faith, in accordance with the stipulations of Section V of the Collective Agreement and the Student Disciplinary Measures Regulations, as appropriate.

Nevertheless, if, once the facts have been assessed, the Investigation Committee sees that there is a proven case of failure to comply with this safeguarding policy, it will draw up a report that proposes the corrective, protective and restorative measures it considers suitable (see Appendix C) within a period of no more than 5 working days following the inquiry's conclusion and it will send it to the Dean or Head of the centre, which is the body responsible for issuing a decision in the case. The members of the Committee will work with a view to adopting rulings unanimously. In the event that votes are tied, the Chairperson of the Committee alone will have the ruling vote. The complainant and the respondent will be informed of the measures decided on in writing, as will the Works Council when a worker is concerned.

The principle of confidentiality will always be respected. In the event that a report concludes that the conduct constitutes a criminal offence, Blanquerna-URL can file a complaint with the corresponding judicial authorities or even recommend that the harassed person does so, accompanying them, if necessary, to file the complaint. With a view to combatting harassment and the will to work transparently on this social commitment, Blanquerna-URL will make public the minimum and necessary information on the number of cases resolved by the Investigation Committee in the Foundation's annual report.

3. Monitoring and assessing the Protocol

Blanquerna-URL is committed to regulate monitoring of this Protocol and how it works in order to evaluate its actions and effectiveness and introduce the necessary modifications to improve it. A review will be conducted by the Heads or Mediators of the centres along with the Management Teams with participation from staff. Likewise, content will be modified whenever the legislation or regulations in force require so. Depending on the scope of the modification, an assessment will be made on whether the document needs to be approved again by the corresponding body. In any case, if a modification is made to the Protocol, the date that the document was reviewed must be indicated and placed on the front cover.



4. Disciplinary measures

In the ranking of offences and sanctions that Blanquerna-URL workers may face, the reference will be that which at all times is found in the Offences and Sanctions Section of the Blanquerna Foundation Collective Agreement Offences and Sanctions, its regulations of supplementary application and the Workers' Statute. With regard to the student body, the stipulations of the Student Disciplinary Measures Regulations will apply.

With regard to any act constituting a crime, Blanquerna-URL will take the corresponding legal action.

• Victim and Informant Protection

This protocol guarantees protection for the victims and informants from possible retaliation so that nobody suffers from the negative consequences of their participation in the inquiry process, either as a complainant or as a witness. The personal files on the accused individuals should only include the outcomes of the complaints investigated and proven. If it is proven that the complainant has acted in bad faith (false accusation), the case and the disciplinary measures taken will be recorded on their file.

e) Staff recruitment

- In accordance with Royal Decree 1110/2015 of 11 December, regulating the Central Sexual Offences Registry, a Certificate of Absence of Sexual Offences for those who regularly have contact with children or teenagers.
- References Review.
- Welcome Training Plan.
- All the partnership contracts and agreements must refer to the Blanquerna-URL Safeguarding Policy, and include the declaration of conformity to work in accordance with it. These contracts include a clause that means people who fail to comply with the safeguarding policy can be sanctioned (dismissal, suspension, transfer, etc).

f) Training and awareness

- To ensure that these commitments become a reality, the commitment of everyone making up the Blanquerna-URL community is required. Therefore, regular training sessions are provided on protection and fair treatment, and it addresses the Foundation's existing mechanisms for ensuring that they comply with the spirit of the Safeguarding Policy.
- The Blanquerna-URL people responsible for guaranteeing that the children and vulnerable individuals are protected and that the safeguarding policy is enforced, must receive specific training.
- Children and adolescent empowerment. Training on their rights, a culture of fair treatment, the Safeguarding Policy and channels for reporting incidents.

g) Follow-up and review

It is essential to evaluate the answers given and record the organisational learning, with respect to the experience derived from the Policy being implemented.

Uphold the responsibility for the Policy to be implemented, carrying out regular self-evaluations, addressing any implementation errors detected, gaps and areas of work requiring special attention and mitigating new risks that may be detected. The Policy has to be regularly reviewed with the aim of assessing if it continues to be applicable, introducing any opportune modifications and integrating feedback of those to whom it applies.



Declaration of commitment

Details of the signatory and date on which they undertake to commit to the provisions of the Policy.

Appendices

- Children's Code of Conduct

A document that contains the behaviour criteria in accordance with Blanquerna-URL's Christian mission, which promotes a culture of fair treatment and creation of environments free from violence for children and adolescents, across all areas. This Code of Conduct highlights the attitudes and responsibilities expected of the staff and partners who work with children and adolescents, defining what is and is not appropriate.

Example of commitments to children applicable to those who are in direct contact with children and adolescents:

1. To promote spaces of fair treatment that are free from violence in all areas in which children and adolescents are growing up.
2. Not to accept violent dynamics or abuses of power between children nor from adults.
3. To know and identify risk situations for a child's physical, mental and sexual integrity.
4. To guarantee that children's personal data is kept confidential and to protect their image.
5. To ask families for image permission when a child needs to be photographed or recorded, if they are under age. Audiovisual material shall not be stored on personal devices, but rather in those belonging to Blanquerna-URL only. Nor shall it be used on personal social networks, just on the institution's official social networks.
6. Not to contact children through personal means, such as mobile phones, social networks, digital platforms or email.
7. To promote the participation of children, establishing channels that may be useful in this regard.
8. To report any violent situation that we find out about or that affects a child or adolescent.
9. To avoid behaviour that violate the rights of children, embarrass, isolate, stigmatise or degrade them.
10. To avoid being left alone with a children, trying to always have more peers with them or that they are in a public space, not a private one.
11. Not to use private vehicles to move children, unless absolutely necessary, in which case the person designated for this purpose must be informed.
12. Not to incite hatred, racism, sexism or homophobia.
13. Not to discriminate against any child for any reason.
14. Not to use inappropriate, offensive, sexually provocative, degrading or culturally inappropriate language or behaviour towards a child.



- Breach of policy form
 - It is confidential
 - Any person with suspicions or evidence of non-compliance with the Safeguarding Policy must fill in the form to report it, following the Safeguarding Protocol, and send it to the person that Blanquerna-URL has designated for this purpose.
 - Details: informant, respondent, child affected, witness information, details of the incident (people involved, place, time, measures adopted, etc).



APPENDIX A:
**DESIGNATION FORM FOR MEMBERS
OF THE INVESTIGATION COMMITTEE**



INVESTIGATION COMMITTEE MEMBER DESIGNATION

Workplace or faculty where they study:

Department or course they study:

In accordance with the Safeguarding Protocol, this investigation is formed and the following members are appointed:

| Full name | Position | Signature |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Committee designation date:

Worker/student representative:

Institution representative:



APPENDIX B:
COMPLAINT/REPORT FORM



COMPLAINT/REPORT FORM

Complaint no:

Report no:

Complainant

Person concerned Health and Safety Committee Human resources

Prevention Officer(s) Others:

Type of harassment

Moral/Occupational Sexual Gender-based

Sexual orientation Other discriminations
(please specify):

Details of the affected person or legal representative

Name and surname: Tax ID no:

Age: Contact telephone number:

Professional details:

Workplace or faculty where they study:

Department or course they study:

Place of work or academic year: Contract type:

Time in job: Time at company:

Respondent information

Name and surname: Tax ID no:

Age: Contact telephone number:

Professional details:

Workplace or faculty where they study:

Department or course they study:

Place of work or academic year: Contract type:

Time in job: Time at company:



Description of the incidents

(Please include a description of the incidents, dates, places, possible witnesses, etc)

Documentation attached

Yes (please specify) No

Application

Application to initiate the anti-harassment protocol

Place and date

Signature of the interested party



APPENDIX C:
REPORT INVESTIGATION FORM



Report no:

Complaint Report

Type of harassment

Moral/Occupational Sexual Gender-based

Sexual orientation Other discriminations (please specify):

Details of the affected person or legal representative

Name and surname: _____ Tax ID no: _____

Age: _____ Contact telephone number: _____

Professional details:

Workplace or faculty where they study: _____

Department or course they study: _____

Place of work or academic year: _____ Contract type: _____

Time in job: _____ Time at company: _____

Respondent information

Name and surname: _____ Tax ID no: _____

Age: _____ Contact telephone number: _____

Professional details:

Workplace or faculty where they study: _____

Department or course they study: _____

Place of work or academic year: _____ Contract type: _____

Time in job: _____ Time at company: _____

Report assessment (mediator)



Conclusions

Proposals

Should an investigation committee be appointed?

Yes

No

Date of committee appointment:

Date and signature of the mediator:

Investigation committee inquiry

Investigation committee conclusions



Corrective/preventive actions proposed

Date report was drawn up:

Signature of participants:

Mr/Mrs/Ms

Mr/Mrs/Ms

Mr/Mrs/Ms

Signature

Signature

Signature

Mr/Mrs/Ms

Mr/Mrs/Ms

Mr/Mrs/Ms

Signature

Signature

Signature





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