



CODE OF CONDUCT FOR THE PROTECTION OF THE DIGNITY OF PEOPLE

Preamble

Cases of psychological pressure, mental cruelty and social isolation are considered more and more frequently as problems which concern a person's working life and generally fall within the category of violence or persecution. These are very serious problems with serious and harmful effects, both for individuals and for the work group if they are not evaluated and managed in time. These effects can translate into pathological, mental and physical states, which can sometimes become chronic and even lead to a rejection of working life and the community that operates in the workplace.

The International Higher School of Advanced Studies of Trieste - SISSA, referring to the constitutionally sanctioned principles of substantial equality, to the 92/131 EEC Recommendation on the protection of the dignity of people in the workplace and to the most recent discipline on the matter, including Legislative Decree 215/2003, Legislative Decree 216/2003 and Legislative Decree 198/2006, adopts this code of conduct for the protection of the dignity and against harassment of people who work and study at SISSA.

This code is intended to guarantee to all persons who study and work at SISSA for any reason the inviolable right to be treated with dignity and respect.

Article 1

Principles and purposes

1. Living in a work or study environment in which interpersonal relationships are based on correctness and mutual respect for the freedom and dignity of the person is the right of every worker and worker, student and student, holder of a contract or research or scholarship, trainee, guest, consultant and all structured and unstructured persons operating in various capacities in SISSA and subsequently included in the term "staff".

2. Any behavior aimed at discriminating or offending constitutes an intolerable violation of the dignity of personnel.

Ill-treatment, moral, sexual or gender harassment, discrimination and behavior generally indicated by the term "mobbing" must be understood as events that compromise health, trust, morale, job performance, study performance and well-being of those who suffer them, as well as the well-being of the organizational context.

It is not admissible that a person can take advantage of his position of hierarchical superiority or exploit a situation of personal, family or social advantage to engage in discriminatory or harassing acts or behaviors.



3. The SISSA Management undertakes to remove any obstacle to the implementation of these rights, in order to guarantee a work and study environment in which all people respect each other's dignity.

It also guarantees each person who works, works or studies internally, the right to protection from any act or behavior that produces a detrimental or discriminatory effect, even indirectly.

4. The person exposed to unwanted or discriminatory behavior has the right to terminate the harassing conduct, also making use of timely and impartial procedures which the Management takes care of and ensures compliance with.

Any violation of the dignity of SISSA personnel constitutes a hypothesis of disciplinary offense. It is the duty of the SISSA Management to ensure the protection of those who have suffered harassment also in the civil, criminal and psychological fields (free of charge of the first consultative interview with a lawyer or with a psychologist).

Article 2

Moral harassment

1. Moral harassment is defined as any hostile behavior, directed against an individual, physically or psychologically persecuting, characterized by repetition, protracted and systematic, likely to create an environment that is not respectful, humiliating or harmful to the person's psychophysical integrity.

2. Gender discrimination, and discrimination based on ethnicity, religion and even political opinions, can also be considered moral harassment.

3. The following behaviors are examples of moral harassment:

a) damage to self-image, such as offenses, intimidation, slander, insults, dissemination of confidential information, insinuations about the person's psychological or physical problems or any other person's discredit action, as well as reproaches if adopted in the manner indicated in paragraph 1.

b) damage to the professionalism of the individual, such as threats of dismissal, forced resignation, unjustified transfers, discrimination against wages, prejudice of career progression prospects, unjustified removal from positions already assigned, attribution of improper tasks, actions that create demotivation or mistrust in the person, discouraging the continuation of his activity.

c) attempts at marginalization and isolation, such as undesired changes in duties or work colleagues with persecutory intent, limitations of the faculty of expression or excess of control.



Article 3

Sexual harassment

1. Sexual harassment is defined as any unwanted behavior with sexual connotations or any other type of discrimination based on sex that offends the dignity of people in the study and work environment, including attitudes of physical, verbal or non-verbal type.
2. Sexual harassment, as discrimination based on sex, violates the principle of equal treatment for men and women.
3. Examples of sexual harassment are:
 - a) implicit or explicit requests for offensive or unwelcome sexual services.
 - b) posting or display of pornographic material in the University environment, also in electronic form.
 - c) adoption of sexist criteria in any type of interpersonal relationship.
 - d) promises, implicit or explicit, of facilitations and privileges or of career advancements in exchange for sexual services.
 - e) threats or retaliation for refusing sexual services.
 - f) unwanted and unwanted voluntary physical contacts.
 - g) verbal appreciation of the body or comments on sexuality or sexual orientation deemed offensive.

Art. 4

Mobbing

1. A mobbing situation occurs when a person is repeatedly subjected to abuse by superiors or by other staff of equal or lesser rank. In particular, a mobbing situation occurs when practices aimed at isolating the person from the work or study environment, or expelling them, are put in place, with the consequence of seriously affecting the psycho-physical balance of the same, impairing their work or study skills and self-confidence and causing stress, emotional catastrophe, depression.
2. The forms that bullying can take are manifold: from simple marginalization to the spread of slander, from constant criticism to systematic persecution, from assigning dequalifying tasks to compromising the social image towards colleagues and superiors.
3. The so-called offensive attitudes are those characterized by an absolute lack of respect and detrimental to the general principles that should be the basis of a respectful and moral attitude towards other people. In fact, these are actions that have a negative effect, in the short and long term, both on individuals and on working groups.



Article 5

Duty of collaboration

1. All staff must contribute to ensuring a working environment in which the dignity of each person is respected.
2. The managers of the structures have a particular duty to prevent the occurrence of abuse in the areas of work or study they supervise.
3. The Managers must also pay attention and support the person who wants to react to the harassment, provide indications and clarifications about the procedure to be followed, while maintaining maximum confidentiality.) verbal appreciation of the body or comments on sexuality or sexual orientation deemed offensive.

Article 6

Confidential Counsellor

1. The Confidential Counsellor is the person institutionally responsible for providing information, advice and free assistance to personnel who perceive a particular discomfort or who believe they are subject to discrimination, harassment, dignity damage or bullying.
2. The Confidential Counsellor is selected from outside SISSA through a public procedure, and must have proven human and professional skills in dealing with people, the assessment and management of problems relating to the protection of dignity of people.
3. The Confidential Counsellor takes the case into consideration and informs on the most suitable ways to deal with it, not excluding the criminal one if the reported behavior is considered a crime, in compliance with the rights of both the complainant and the accused.
4. The Confidential Counsellor has the task of monitoring any risk situations of which he becomes aware. The Confidential Counsellor is entitled to request the Director to receive the collaboration of professionals external to SISSA for specific consultancy necessary for the cases in question.
5. The Confidential Counsellor is kept in the strictest confidence, remains in office for two years and can be reconfirmed.

Article 7 Informal procedure



1. The person who deems himself the object of conduct detrimental to his dignity and who wishes to put an end to it without particular formalities, may request the intervention of the Confidential Counsellor for the handling of the case.

2. The Counsellor, in order to obtain the interruption of the harassment, has ample faculty of action:
 - at the request of the person concerned, he takes charge of the case and informs him of the most suitable ways to deal with it;
 - can hear the person accused of having acted harassing and acquire any testimonies;
 - may request the intervention of experts if, in his opinion, the case in question requires it.

3. The Confidential Counsellor cannot take any initiative without first discussing it with the person subject to harassment and without having received express consent.

4. At any time during the procedure, the complainant, after having interviewed the Confidential Counsellor, can withdraw the report.

Article 8

Formal procedure

1. If the person concerned considers the attempts to informally solve the problem to be inadequate, he may resort to the formal procedure.

This begins with the written report of the harassing behavior by the interested party to the Director of SISSA.

2. The Director, making use of the advice of the Confidential Counsellor, promotes the preliminary assessments and, if sufficient elements emerge, starts the procedures envisaged by current legislation.

3. The Director, in consultation with the Confidential Counsellor, takes care to protect the person who filed the report from any form of retaliation or penalty and supervises the effective cessation of harassing behavior.

4. If the complaint proves to be unfounded, the Administration, within the scope of its competences, operates in an appropriate form in order to rehabilitate the good name of the accused person and takes appropriate measures against those who triggered the procedure.

Article 9 Confidentiality and protection



1. All persons interested in solving the cases are held to the utmost confidentiality on the facts and news that they become aware of during the discussion.
2. In cases of taking administrative measures subject to publication, resulting from or related to proceedings for moral, sexual or mobbing harassment, the person who has suffered harassment has the right to request the omission of his name in the published document.
3. Any form of direct and indirect retaliation against anyone who reports cases of harassment or "mobbing", including witnesses and third parties, can also be assessed from a disciplinary point of view, without prejudice to the possibility of the person who suffers them to protect themselves at any location.

Article 10

Ombudspersons for male and female students and research staff

1. The ombudspersons for students, female students and research staff are the persons charged institutionally to play the role of informal interlocutors for the resolution of disputes within the research group and in particular for the resolution of problems in personal and academic relationships with the / the supervisor. The ombudsperson provides support in solving the problem and offers a context in which to face situations that cannot be managed directly, both because of the people involved and for fear of retaliation.

A non-exhaustive list of issues pertaining to the ombudsperson's office includes

- Disputes about the project and research methodologies
- Academic ethics (recognition, attribution and use of results)
- Relations with the supervisor
- Relationships within research groups
- Requests and behavior unacceptable and / or not tolerated in the workplace / study.

For further information regarding the appointment and functions of the ombudspersons for students, students and research staff, see the specific regulation on the website www.sissa.it



Article 11 Information

1. The Director of SISSA undertakes to:

- a) communicate to the staff the name and availability of the Confidential Counsellor;
- b) communicate the names and methods of availability of the ombudspersons for students, students and research staff;
- c) ensure the maximum diffusion of this Code by displaying it in the appropriate spaces and publishing it on the SISSA website.