



UNIVERSITÀ
di **VERONA**

REGULATIONS ON BULLYING AND SEXUAL HARASSMENT

Issued by Rector's decree no. 7289 of 27 July 2023

Please note: this is a translation of the original Italian text. In case of discrepancy between the Italian and English versions, the Italian version shall always prevail.



INDEX

CHAPTER I – GENERAL PRINCIPLES

Art. 1 – Aims and objectives	1
Art. 2 – Object and Scope	1
Art. 3 – Definitions of harassment, sexual harassment and bullying	1

CHAPTER II – THE CUG AND THE CONFIDENTIAL COUNSELLOR

Art. 4 – The CUG	1
Art. 5 – The Confidential Counsellor	2
Art. 6 – Duties of the Confidential Counsellor	2

CHAPTER III – PROCEDURES

Art. 7 – Legal framework	3
Art. 8 – Informal procedure	3
Art. 9 – Formal procedure	3
Art. 10 – Processing of personal data	4

CHAPTER IV – FINAL PROVISIONS

Art. 11 – Dissemination	4
Art. 12 – Entry into force	4
Art. 13 – Amendments	4



CHAPTER I – GENERAL PRINCIPLES

Art. 1 – Aims and objectives

1. Through the adoption, dissemination and application of these Regulations, the University of Verona intends to prevent and prosecute any abusive, persecutory and harassing behaviour aimed at causing discomfort and psychophysical discomfort, which may compromise a person's health and their ability to carry out study, research and work activities.

Art. 2 – Object and Scope

1. These Regulations adopt the provisions on bullying and sexual harassment set out in the Code of Ethics, from which these Regulations are derived.
2. These Regulations, in implementation of the provisions of the Code of Ethics, aims to identify and describe the individuals and the institutional figures that carry out prevention, monitoring, counselling and assistance activities in all cases of bullying and sexual harassment, also defining their roles and responsibilities.
3. These Regulations apply to all University members, as specified in Art. 2, par. 1 of the Code of Ethics of the University of Verona.

Art. 3 – Definitions of harassment, sexual harassment and bullying

1. Harassment is defined as unwanted conduct for reasons relating to sex, while by sexual harassment we mean any unwanted conduct of a sexual nature, whether expressed in physical, verbal or non-verbal form, that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
2. Sexual harassment is regarded as discrimination on grounds of sex and violates the principle of equal treatment between persons.
3. Bullying is commonly understood as a systematic and protracted conduct – in the workplace often directed from a hierarchical superior towards an employee – which consists in systematic and repeated hostile behaviours resulting in prevarication or psychological persecution. This may lead to a person's humiliation and marginalisation, with detrimental effects on their physical and psychological balance and their personality as a whole.
4. Any direct or indirect retaliation against those who report cases of bullying and sexual harassment is incompatible with the duties of public employees and will be regarded as a disciplinary matter.

CHAPTER II – THE CUG AND THE CONFIDENTIAL COUNSELLOR

Art. 4 – The Committee for Equal Opportunities, Employee Wellbeing and Non-Discrimination at Work – CUG

1. The Committee for Equal Opportunities, Employee Wellbeing and Non-Discrimination at Work – CUG, established in agreement with the University's Statute, has advisory and monitoring functions with regard to the implementation of Equal Opportunities policies and the enhancement of diversity, in order to ensure that the principles of non-discrimination with regard to all forms of discrimination referred to in the Italian and European legislation are fully respected.
2. Specifically, for the purposes of these Regulations, the Committee has the following functions:



- a) to propose 'plans for positive actions' (*Piani di Azioni Positive*), interventions and projects, such as employee satisfaction surveys, as well as codes of ethics and conduct, suitable for preventing or removing situations of sexual, moral or psychological violence (bullying), and promote awareness of these issues and training activities to prevent them;
 - b) to contribute to the dissemination of the Code of Ethics in order to prevent situations of discrimination or sexual violence or bullying, through publications, communications, conferences, educational activities and any other means deemed appropriate;
 - c) to issue publications or prepare informative documents on the activities of the Committee;
 - d) to carry out assessments aimed at:
 - checking the results of the 'plans for positive actions' (*Piani di Azioni Positive*) aimed at promoting work welfare and preventing work distress;
 - detecting any form of sexual and psychological harassment or bullying.
3. The Committee and the administration shall work together to exchange useful information in order to carry out risk assessments on gender equality and identify all those factors that may adversely affect the wellbeing of staff and students as a result of forms of discrimination and/or psychological violence.
4. The CUG has its own Regulations.

Art. 5 – The Confidential Counsellor

1. The Confidential Counsellor is an institutional figure, external to the University, who shall act in full autonomy and impartiality; the Confidential Counsellor shall act as a key liaison figure and shall be proactive in presenting themselves in a clear and appropriate way within the University, in detecting problems and critical issues in their area of competence and in developing ideas on the prevention and actions against bullying and sexual harassment.
2. The Confidential Counsellor is appointed by the University through public competitions and remains in office for a term of three years. The Confidential Counsellor may not hold office for more than two terms.
3. In order to apply for the position of Confidential Counsellor, candidates must meet specific requirements with regard to professional and personal skills, as well as highly specialised competences relevant to the tasks that such figure will be expected to carry out. The Academic Senate shall identify the candidates suitable to apply through a specific public competition based on qualifications and interview, in which the members of the University in any capacity may not take part.
4. The University undertakes to communicate to the University's staff and students the contacts of the Confidential Counsellor.

Art. 6 – Duties of the Confidential Counsellor

1. The Confidential Counsellor shall:
 - a) ensure their competent availability to listen;
 - b) provide counselling and assistance to victims of bullying or sexual harassment;
 - c) advise on the most suitable solutions, both on the formal and the informal level, as set out in Chapter III below;
 - d) foster human and professional relations and check if there is any harassment or bullying;
 - e) forward to the President of the CUG each year a report on the activities implemented and issues with regard to the implementation of the Code of Ethics, whilst always ensuring confidentiality.
2. The Confidential Counsellor shall intervene to protect both the victims and the witnesses, as well as to help overcome the situation of discomfort.



CHAPTER III – PROCEDURES

Art. 7 – Legal framework

1. The present Chapter is in addition to the procedures for investigating breaches of the Code of Ethics and the provisions on disciplinary violations.
2. Particularly with regard to Art. 15 of the Code of Ethics, the Confidential Counsellor, once having received the allegation forwarded by the Rector, shall contact the person who made the allegation in order to provide them with assistance and agree on the most appropriate arrangements and procedure to be followed.

Art. 8 – Informal procedure

1. Without prejudice to the protection in civil and criminal proceedings, anyone who believes they are being bullied or sexually harassed may turn to the Confidential Counsellor to initiate an informal procedure.
2. The Confidential Counsellor, also upon written request by the person concerned, shall take on the case and shall agree with the person concerned the most appropriate actions to put an end to the unwanted conduct.
3. The actions that can be carried out may consist in carrying out investigations on the case, or interviews with the perpetrator of the behaviour or with other subjects that can contribute to the restoration of an adequate work environment.
4. At the end of the informal procedure, the Confidential Counsellor shall propose to the parties the measures it considers appropriate to end the bullying/harassing attitude and prevent any recurrence of the behaviour.
5. In serious circumstances or when the offender, advised of their misconduct, continues in the same, the Confidential Counsellor shall report the case to the competent disciplinary bodies.
6. The Confidential Counsellor may not take any action without having discussed the matter with the victim and without having received their express consent.
7. The informal procedure must be completed within a reasonably short period of time and in any case no later than 90 days after the start of such procedure.
8. The allegation may be withdrawn by the person concerned at any time.

Art. 9 – Formal procedure

1. If the person who is the victim of the harmful conduct considers that the proposed attempts at an informal solution are insufficient or inappropriate, or if after such intervention the unwanted conduct persists, the formal procedure may be used.
2. The formal procedure begins with the written allegation of the alleged victim of the harmful behaviour, addressed to the Rector or the Director General. In the drafting of the allegation, the person may be assisted by the Confidential Counsellor.
3. The Rector or the Director General shall forward the documents to the competent disciplinary bodies and offices, without prejudice to any form of judicial protection.
4. Confidentiality must be guaranteed throughout the entire procedure. The accused person should be given full details of the nature of the complaint and should be guaranteed the right of defence.
5. The administration will take the organisational measures it deems appropriate in each case to put an immediate end to the harmful behaviour and to restore a serene working environment, also paying particular attention to preventing retaliatory behaviour.



Art. 10 – Processing of personal data

1. The processing of personal data collected in accordance with laws and regulations on bullying and sexual harassment takes place in compliance with the provisions of EU Regulation 2016/679 (*General Data Protection Regulation*, hereinafter: “GDPR”) and Legislative Decree no. 196/2003.
2. With reference to the processing of personal data of those who seek help from the Confidential Counsellor, it should be noted that the Confidential Counsellor is the sole owner of such processing and, as such, subject to the obligations under the GDPR, with particular reference to Chapters II, III and IV.

CHAPTER IV – FINAL PROVISIONS

Art. 11 – Dissemination

1. The University undertakes to disseminate knowledge of these Regulations and to provide specific training and awareness on the protection of freedom and dignity of the person.
2. To this end, the University shall:
 - a) provide these Regulations to students at the time of the enrolment and to the academic and technical-administrative staff at the time of appointment or signing of the contract;
 - b) promote annual monitoring activities in order to assess the effectiveness of the Regulations in preventing and combating bullying and sexual harassment.
3. The Regulations are available on the University's website.

Art. 12 – Entry into force

1. These Regulations are approved by the Academic Senate upon favourable opinion of the Board of Governors and issued by Rector's decree.
2. These Regulations are published in the Official University Register and enter into force, unless otherwise provided by the decree itself, on the day immediately following its publication.

Art. 13 – Amendments

1. Amendments to these Regulations shall be made in the same way as under Art. 12 above.