

**Appointing and working rules of the Ombudsman
– an Advocate for the Rights and Ethical Values
at the Henryk Niewodniczański Institute of Nuclear Physics
Polish Academy of Sciences**

§ 1

These Rules specify the scope of activities of the manner of functioning of the Ombudsman – an Advocate for the Rights and Ethical Values at the Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences (hereinafter referred to as the Institute or IFJ PAN).

§ 2

1. The Ombudsman is appointed by way of a decree issued by the Institute Director upon prior approval by the Scientific Council.
2. The Ombudsman is appointed from among scientific workers of the Institute holding at least the degree of doctor habilitated.
3. The Ombudsman is appointed for the duration of the Scientific Council's term of office.
4. The Ombudsman may perform his/her function for a maximum of two terms of office.
5. The Director may dismiss the Ombudsman before the end of his/her term of office for a justified reason by way of a decree upon prior approval by the Scientific Council.
6. The function of the Ombudsman cannot be combined with the membership in the Anti-mobbing Committee, Disciplinary Committee, holding the position of the Director or his/her Deputy, and with the Disciplinary Spokesperson at the Institute.

§ 3

1. In his/her work, the Ombudsman is guided by the principles of confidentiality, impartiality, neutrality, and autonomy.
2. The procedures conducted by the Ombudsman are of informal character.

§ 4

1. The task of the Ombudsman is to provide assistance to all employees and PhD students in solving any reported complaints, problems and conflict situations and

to promote amicable methods of settling disputes and high ethical standards at work at the Institute.

2. The tasks of the Ombudsman include in particular:
 - a) to offer a neutral and impartial perspective in a given case,
 - b) to take up the role of a mediator and mediate in settling disputes related to work – as a neutral party,
 - c) to provide advice on how to solve reported cases related to work and assistance in written and oral communication,
 - d) to refer the reporting person to competent services/units and institutions established in order to settle a given case related to work,
 - e) to cooperate with the IFJ PAN PhD Student Ombudsman.
3. By January 31 each year and within 30 days from the end of his/her term of office, the Ombudsman shall submit a written report on his/her activity to the IFJ PAN Director.

§ 5

The Ombudsman may take action:

- a) at the request of an Institute employee,
- b) at the request of a PhD student or the PhD Student Self-Government,
- c) at the request of the IFJ PAN PhD Student Ombudsman,
- d) at the request of the Director,
- e) on his/her own initiative.

§ 6

The Ombudsman executes the tasks referred to in § 4 by means of:

- a) discussion or consultation with interested parties,
- b) providing adequate written information in justified cases,
- c) taking an initiative in order to identify and make contact with all persons involved in a conflict and by organizing individual and joint meetings with the parties,
- d) supporting the parties in finding common interests and working out possible solutions of conflicts or disputes and explaining benefits resulting from possible forms of solution,
- e) explaining the essence of mediation and other alternative methods of conflict resolution,

- f) propagating information on the activities of the Ombudsman at IFJ PAN and cooperating with employees to promote effective conflict solutions and alternative methods of solving disputes, among others by means of trainings and information campaigns,
- g) cooperating with other advocates in Poland and abroad.

§ 7

1. Requests for assistance directed to the Ombudsman should be submitted in writing and delivered either in person, to a dedicated box or by means of company electronic mail.
2. The request should indicate a person who committed a reported act, a person whose legal interests may have been directly violated or threatened by this act, further referred to as the aggrieved party, and a description of complaints with the indication of evidence. The request must concern a situation that took place on the premises of the Institute or that was functionally related to its activity.
3. Having received the request, the Ombudsman shall meet separately with the reporting person, the aggrieved party and the person whose act is reported in the request in order to obtain explanations, for mediation and finding a common solution to the problem. If needed, the Ombudsman may also consult with other people.
4. The procedure should last no longer than 21 days from the day of submitting the request.
5. Any parties taking part in the procedure before the Ombudsman are obliged to keep confidential.
6. In the event of concluding an agreement, its content and conditions shall be specified in a report containing a succinct description of the case, signed by the parties and the Ombudsman.

§ 8

If a case reported to the Ombudsman is beyond the scope of the tasks referred to in § 4, the Ombudsman shall refer the reporting person to a competent institution established to deal with this type of cases.

§ 9

These Rules have been passed by the IFJ PAN Scientific Council.