

## **REGULATIONS**

### **resolving conflicts between employees at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences**

*Taking into account that:*

- *conflict is a natural phenomenon, occurring most often where two or more parties pursue conflicting or incompatible goals;*
- *however, the occurrence of real problems is not necessary for a conflict to arise - often it is enough to convince the parties involved of the opponent's hostile attitude,'*
- *conflict may also result from differences in roles, beliefs, emotions or incompatibility*

*The Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences introduces the following rules for resolving conflicts between employees*

#### **Solving the conflict**

1. A conflict situation between employees should be reported to the immediate supervisor.
2. A conflict situation can be reported by any employee of the Institute who has information about it knowledge.
3. At the request of the immediate superior of the conflicted parties, depending on the type of conflict, the director of the Institute may appoint a mediator whose task will be to strive to reconcile the conflicting parties and to inform the director of the Institute about the course of mediation.
4. The mediator may be the direct superior of the conflicted parties, and in the event of his absence or lack of justification for appointing him as a mediator in a given case - a person indicated by the director of the Institute.
5. The mediator becomes acquainted with the subject of the dispute by asking employees clarifying and specifying questions. It is important that the mediator is familiar with the arguments put forward by both parties. The mediator, as an impartial entity, cannot take any position in relation to the parties in conflict.
6. After becoming familiar with the subject of the dispute, the mediator can offer constructive criticism towards the conflicted employees. The mediator should assess specific behaviors, not employees or their personality traits.
7. The mediator should:
  - a. strive to make conflicting parties aware that they are interdependent as employees of one unit and that they should cooperate;
  - b. emphasize that a misunderstanding between employees negatively affects the work of other employees of the Institute;
  - c. emphasize the importance of employee relations for the efficiency of work at the Institute, talk about the advantages of constructive communication;
  - d. encourage problem solving and motivate conflicted employees to make even small concessions, express their feelings and thoughts in a constructive way, without accusing each other;
  - e. encourage conflicted employees to make arrangements to resolve the conflict.
8. After the settlements are accepted in mediation, they should be written down by the mediator in the form of a mediation report, and then submitted to the director of the Institute.

9. The immediate superior of the conflicted employees should check whether the arrangements adopted in mediation have been implemented.
10. If the conflict situation persists, despite mediation, or if the appointment of a mediator was unjustified, the director of the Institute appoints a conflict resolution committee composed of the director of the Institute or the deputy director for research (if the director of the Institute is the direct superior of the conflicted employees) , the immediate superior of the conflicted employees and a representative of the employees of the Institute. The Commission applies the actions described in point 3 - 7.
11. If, due to the nature of the conflict, appointing a mediator for conflict resolution is pointless, the director of the Institute shall take appropriate organizational or legal measures to resolve the conflict or prevent its effects.

## § 2

### **Worker conflict within two or more establishments**

1. The mediators of the conflict are the direct superiors of the employees between whom the conflict occurred, and in the absence of the above-mentioned person(s) - persons indicated by the director of the Institute.
2. Mediators must comply with § 1 Conflict Resolution.
3. If the conflict situation persists, a conflict resolution committee should be appointed, consisting of the director or deputy director for scientific matters (if the director is the direct superior), direct superiors of the employees between whom the conflict occurred and a representative of the employees.  
The Commission will repeat the actions from § 1 Conflict resolution.

## § 3

### **Conflict of managers of different factories**

1. Conflict mediators are persons indicated by the director of the Institute.
2. Mediators must comply with § 1 Conflict resolution.
3. If the conflict situation persists, a conflict resolution committee should be appointed, consisting of the director, the deputy director for scientific affairs, and a representative of employees. The Commission will repeat the actions from § 1 Conflict resolution.

## § 4

### **Conflict of a director or deputy director for research with a manager or employee**

1. The parties to the conflict choose the mediators themselves.
2. Mediators must comply with § 1 Conflict resolution.
3. If the conflict situation persists, a conflict resolution committee should be appointed, consisting of mediators selected by the parties and a representative of employees. The Commission will repeat the actions from § 1 Conflict resolution.

## § 5

### **Police call**

The employee is obliged to notify the immediate supervisor, director or deputy director for research of the intention to call the police. The police can be called by any employee who notices at least one of the following cases:

1. The behavior of the employee threatens the safety of others, and there is no possibility of persuasion and stopping such behavior.
2. There is a suspicion that the employee may be in possession of illegal psychoactive substances.
3. There is a suspicion that the employee is under the influence of narcotic substances.
4. Theft or other offences.

## § 6

### **Anti-mobbing procedure**

1. Mobbing is any action or behavior concerning an employee or directed against an employee, consisting in persistent and long-term harassment or intimidation of the employee, causing him to underestimate his professional suitability, causing or aimed at humiliating or ridiculing the employee, isolating him or eliminating him from the team of colleagues.
2. Undertaking behaviors constituting mobbing is a violation of the employee's basic duties of caring for the well-being of the workplace and observing the rules of social coexistence.
3. Behaviors constituting mobbing are against the law and will not be done by the employer tolerated.
4. In order to counteract mobbing, the employer undertakes in particular the following actions:
  - 1) transfer to employees information on anti-mobbing regulations and procedures applicable at the employer;
  - 2) organizing periodic training in the field of counteracting mobbing in employment;
  - 3) creating a tab on the Institute's administration website on the subject of mobbing, under which information materials and guidelines on what to do in the event of noticing signs of mobbing in the workplace will be made available to employees;
  - 4) providing support to employees who have become victims of mobbing - the type of support will depend each time on the circumstances of the case and the assessment of the needs of the injured person;
  - 5) appointing an anti-mobbing committee whose tasks are set out in sec. 13 of this procedure;
  - 6) application of sanctions provided for in the labor law against persons committing mobbing behaviour.
5. As far as possible, the employer supports the right initiatives of employees aimed at raising awareness of the problem of mobbing and counteracting mobbing.
6. Any employee who becomes aware of information or a reasonable suspicion of mobbing in the workplace is entitled to report this circumstance to the Employer. An employee may report a case of mobbing that concerns him or another person employed by the employer.
7. The notification referred to in para. 6 can also be made anonymously. Anonymous reporting of a case of mobbing cannot be the reason for considering it unfounded.
8. The template of the notification referred to in para. 6, constitutes Appendix 1 to these Regulations and is available on the administration website.
9. The report should be submitted to the anti-mobbing committee operating at the employer. It may be delivered by the employee in person or via e-mail to any member of the Anti-Mobbing Committee. Current information

on the names and contact details of members of the Anti-Mobbing Committee is available on the ISEZ PAN administration website.

10. In order to implement the provisions of this procedure, the director of ISEZ PAN appoints an anti-mobbing committee (hereinafter: committee).
11. The Commission consists of 3 members elected for a 2-year term.
12. The committee consists of a representative of the employees, a representative of the employer (an employee of the human resources department) and a lawyer of the Institute.
13. The tasks of the Commission include:
  - 1) receiving reports of mobbing,
  - 2) making an initial assessment of applications and making decisions on further proceedings in the case.
14. A member of the Commission, after receiving the notification referred to in para. 6 of this procedure, shall immediately forward them to the other members of the committee. The Commission shall, without undue delay, initiate an investigation into the case to which the notification relates. If the committee considers that the circumstances of the case so require, it may notify the director of the Institute about the case before the commencement of the investigation or at any stage thereof. In each case, the committee presents the results of the completed explanatory proceedings to the director of the Institute.
15. The committee has the right to ask any employee for explanations or information related to the ongoing proceedings. Each employee is obliged to provide the explanations and information referred to in the first sentence.
16. Members of the committee are obliged to keep confidential information obtained in connection with their function.
17. In relation to employees who engage in mobbing behavior, the employer may take all actions provided for by law, including, in particular, apply the sanctions set out in the Labor Code, including:
  - 1) termination of the employment contract;
  - 2) termination of the employment contract without notice due to the employee's fault, if the employee's behavior constituted a serious violation of basic employee duties;
  - 3) applying discipline penalties;
  - 4) pull worker's do responsibility material for damage caused to the employer in connection with mobbing.