

How to proceed in the event of inappropriate behaviour

for students of ETH Zurich

Information sheet, January 2021

Principles

Collaboration at ETH Zurich should be respectful and dealings with one another appropriate at all times. Members of ETH Zurich and their guests must observe and respect the personal rights of all persons without limit. ETH Zurich does not tolerate bullying, harassment, discrimination, threatening behaviour or violence in any form whatsoever. This sort of conduct may lead to disciplinary sanctions for students or to consequences under employment law for staff.

The regulation governing notification by members of ETH Zurich of inappropriate behaviour defines the responsibilities and principles and the procedure to be followed in the event of reports of inappropriate behaviour ([legal collection | website](#)). It defines which behaviour is inappropriate, how to respond to it and the rights and duties of the persons involved. The regulation also defines the internal contact and advice services at ETH Zurich that are available for assistance, advice, arbitration and joint solutions. The procedure relating to inappropriate behaviour comprises an informal and a formal phase. Both the person affected and the alleged perpetrator should actively and openly participate in the process to find a solution.

Threats and violence

The Safety, Security, Health and Environment (SSHE) department is responsible for all forms of threats or violence. It ensures that immediate action is taken and the inappropriate action is halted. For urgent situations, please contact the SSHE alarm organisation (24 hours a day, internal: 888, external: 044 342 11 88, [website](#)).

Bullying, harassment and discrimination

Potential procedure for all students of ETH Zurich in the event of inappropriate behaviour:

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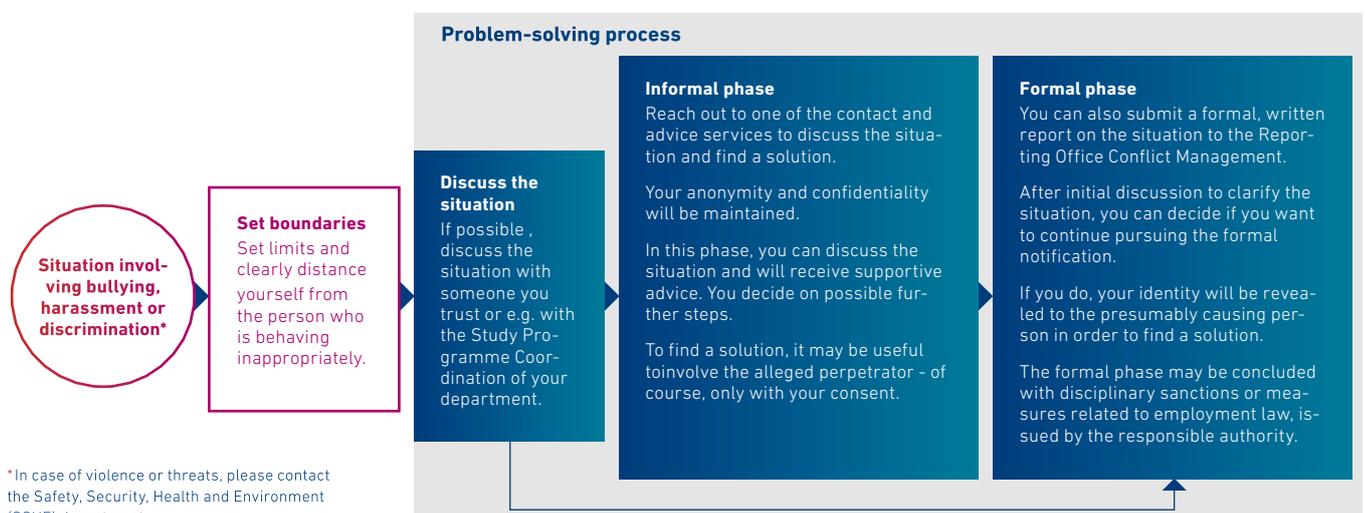


Figure 1: Procedure relating to inappropriate behaviour

1 Set boundaries

Act independently! Whenever possible, discuss the situation directly with the person who you believe is acting inappropriately. When speaking to the person, make it clear that you do not accept this behaviour. It is advisable to discuss the situation as soon as possible with someone you trust or with the Study Programme Coordination of your department and to take notes of the conversation..

2 Informal phase

During this phase, both those affected and those who have witnessed inappropriate behaviour, such as bullying, harassment, or discrimination, can go to a contact or advice service and seek advice. The alleged perpetrator against whom an accusation has been levelled can also contact these centres.

2.1 Procedure during the informal phase

In addition to the Study Programme Coordination of your department, the ombudspersons, the internal and external «Respect» advice and arbitration services, the contact persons of VSETH as well as the Student Advisory service /Coaching of the Student Services are also available.

The contact person will discuss the situation jointly with you and review the course of action available. The person affected must give their consent to the next steps while also acting independently at all times. The goal is to find a joint and mutually agreeable solution. In general, the advice is provided confidentially and anonymously in relation to the alleged perpetrator. It is usually advisable to involve the alleged perpetrator in the process in order to find a quick solution. In such cases, the identity of the person affected will be revealed to the alleged perpetrator only with their consent.

2.2 Overview of the contact and advice services for students

As the person seeking advice, you choose who you would like to contact. If the service you contact is not responsible for the situation, you will be forwarded to the appropriate service with your consent. The following contact and advice services are available for students:

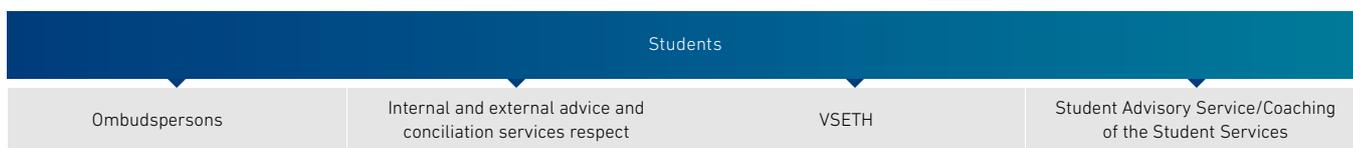


Figure 2: Contact and advice services (informal phase)

2.3 Deadlines

Notify a contact or advice service within three months of the event whenever possible. The earlier you make them aware of a conflict situation, the more likely it is that a solution will be found for all involved parties.

2.4 Conclusion of the informal phase/ transition to the formal phase

If a mutual solution cannot be found during the informal phase with the help of a contact or advice service, the formal phase may be opened.

3 Formal phase

A report in the formal phase must be submitted in writing by the person concerned. In general, it makes sense to submit a formal notification only after the attempt to find a solution during the informal phase has failed. The law and the procedure to be applied are chosen depending on the identity of the person acting inappropriately.

3.1 Procedure during the formal phase

You may submit written notification of inappropriate behaviour, such as bullying, harassment, or discrimination to the Reporting Office Conflict Management in the Office of the Vice President for Personnel Development and Leadership. Anonymous or verbal notifications are not accepted. Your notification will be forwarded to the competent internal office. Depending on the constellation, a different law and procedure will be applied. The law and the procedure to be applied depend primarily on the identity of the person acting inappropriately.

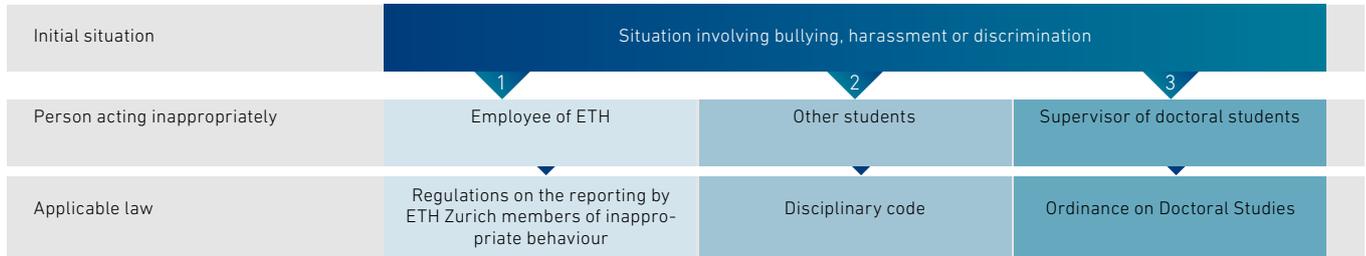


Figure 3: Contact and advice services (informal phase)

- 1 If the alleged perpetrator is employed by ETH Zurich (employees, professors), the procedure follows the Regulation governing notification by member of ETH Zurich of inappropriate behaviour (see separate [information sheet for administrative, technical and scientific employees and professors](#)).
- 2 If the alleged perpetrator is a student of ETH Zurich, the procedure follows the [Disciplinary Code](#).
- 3 In the case of conflicts and differences of opinion in connection with the supervision of doctoral candidates, the persons affected are referred to the competent offices for the formal phase or for the mediation and arbitration procedure pursuant to the [Ordinance on Doctoral Studies](#).

In order to clarify the situation, the competent office will hold initial discussions with you. If you wish to pursue a formal notification, the person's identity will be revealed to the alleged perpetrator in order to find an effective solution. Confidentiality will be maintained vis-à-vis third parties not involved. The competent office ensures compliance with deadlines and completeness of the notification, and reviews which parties are involved. Subsequently, the alleged perpetrator will be heard in addition to the person affected, and a joint solution will be worked out together with the person affected and the alleged perpetrator with the aim of reaching a mutually agreeable conclusion or an amicable resolution. Mutually respectful behaviour and fair play in communication are also required until conclusion of the formal phase. The formal phase may be concluded with disciplinary sanctions or measures under employment law issued by the competent office.

If you experience inappropriate behaviour at any time, please report it. ETH Zurich is there for you and will support you. For detailed information on how to proceed in the event of inappropriate behaviour see www.ethz.ch/respect and www.ethz.ch/beratung-coaching

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www.ethz.ch/respekt