

WU Against Discrimination

How to deal with harassment and discrimination



Information for WU students
and employees

What is our goal?

WU aims to provide a positive, motivating, and non-discriminatory work and study environment, where all WU students and employees can feel safe and work together on equal footing and in a climate of trust.

This information leaflet shows how WU, as an institution, works to combat discrimination together with the people affected, and it presents the counseling opportunities available to members of the WU community who experience discrimination. Through a climate of fairness and appreciation, we want to create ideal conditions for academic success and innovative, professional collaboration.



WU rejects any form of harassment or discrimination. As an employer, WU has a statutory duty of care towards its employees. It must provide a workplace that protects the health and physical safety of its employees as well as their dignity and integrity. At WU, students are treated with respect and tolerance, and if they encounter any discrimination, they receive help and support.

► For further information and the legal basis of these principles, see also [Code of Conduct for Students](#), the [Code of Conduct for Employees](#) and the [„Say No to Harassment!“](#) brochure.

What can you do?

YES, PLEASE!

- ✓ Make sure to communicate respectfully and treat others with appreciation.
- ✓ Respect and appreciate different skills, mindsets, and lifestyles.
- ✓ Reflect on your own norms, and avoid attributions and prejudice.
- ✓ Respect personal boundaries and keep an appropriate distance.
- ✓ Be clear about your own boundaries and call out discriminatory behavior.
- ✓ Spell out what you perceive as discriminatory or harassing behavior.
- ✓ Intervene when others are treated in a derogatory or offensive manner.
- ✓ Intervene if you witness inappropriate touching or verbal or physical abuse.
- ✓ Do not allow people to abuse relationships of power or hierarchies.
- ✓ Stop people from making obscene, misogynistic, homophobic, or racist jokes.

You are a WU student or employee and have experienced harassment or discrimination?



WHAT CAN YOU DO AFTER AN INCIDENT?

- › **Write down** what happened (create a personal record of the events).
- › Collect **evidence** (e.g. screenshots of messages).
- › **Report the incident** to one of the contacts listed below.



WHAT CAN YOU DO IF YOU WITNESS OR ARE TOLD ABOUT AN INCIDENT?

- › **Don't look away!**
- › **Call out the person** who is harassing someone or discriminating against someone and ask them to stop.
- › **Talk to the affected person** and ask them what kind of support they need.
- › Turn to one of the **contacts listed below**.



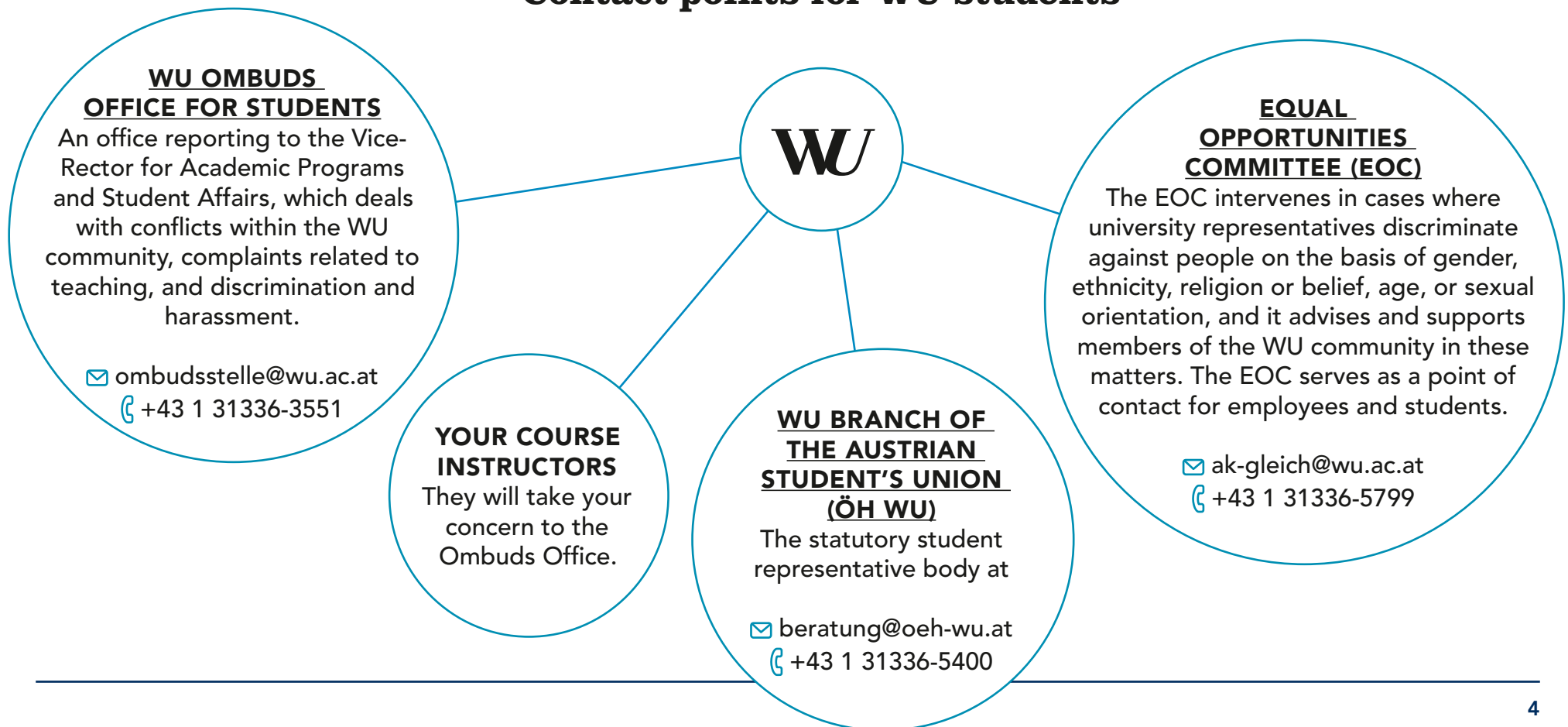
Immediate help in emergency situations

- › **Dial 133** to call the **police**.
- › Call the **WU Security Center** at **+43 1 31336-4000** (available 24/7).

Where can you report an incident and receive guidance and support?

To report any incidents, please use one of the contacts listed below. Please note that the order in which these contacts are listed does not imply a prioritization. It is up to you to decide which of the contacts is most appropriate for your individual situation. The respective contact persons will treat your request confidentially, and you can remain anonymous, if you wish. Any further steps to be taken will be discussed with you, focusing on your specific needs.

Contact points for WU students



Contact points for employees

(IMMEDIATE) SUPERVISORS

They have a duty of care towards their employees and play an important role in ensuring the well-being of employees. If your supervisor or another member of the management personnel is responsible for the harassment or discrimination, please turn to one of the other contacts indicated here. We can assure you that WU will not tolerate harassing or discriminatory behavior by anyone, including supervisors, and appropriate steps will be taken.

WU

OCCUPATIONAL HEALTH SERVICE

The Occupational Health Service team supports employees in matters relating to health and safety at the workplace.

☎ +43 1 31336-5028
✉ alois.rathmayr@wu.ac.at

EQUAL OPPORTUNITIES COMMITTEE (EOC)

The EOC intervenes in cases where university representatives discriminate against people on the basis of gender, ethnicity, religion or belief, age, or sexual orientation, and it advises and supports members of the WU community in these matters. The EOC serves as a point of contact for employees and students.

☎ +43 1 31336-5799
✉ ak-gleich@wu.ac.at

DISABILITY COMMISSIONERS AND THEIR DEPUTIES

They represent the interests of registered beneficiaries with disabilities at WU.

☎ +43 1 31336-3551
✉ bvp@wu.ac.at

PERSONNEL OFFICE

The main point of contact for HR-related matters. WU has a duty of care towards its employees, and the Personnel Office is responsible for ensuring that this duty is fulfilled.

☎ +43 1 31336-5191
✉ personalleitung@wu.ac.at

ADMINISTRATIVE AND ACADEMIC STAFF COUNCILS

They represent the interests of the administrative and academic staff.

Administrative Staff Council:

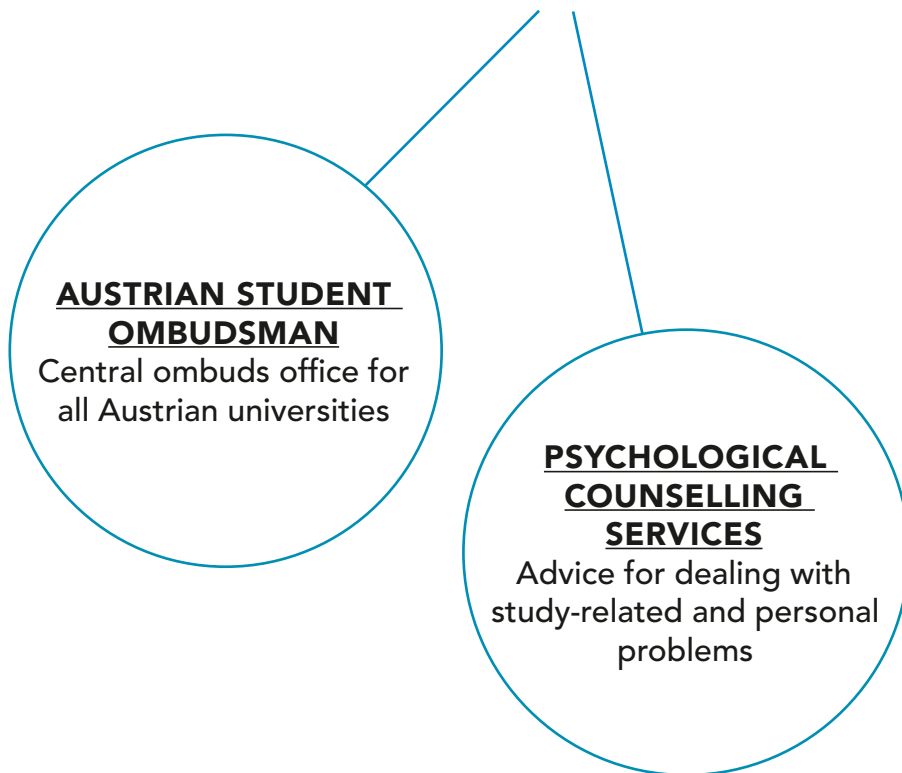
☎ +43 1 31336-4845
✉ betriebsrat@wu.ac.at

Academic Staff Council:

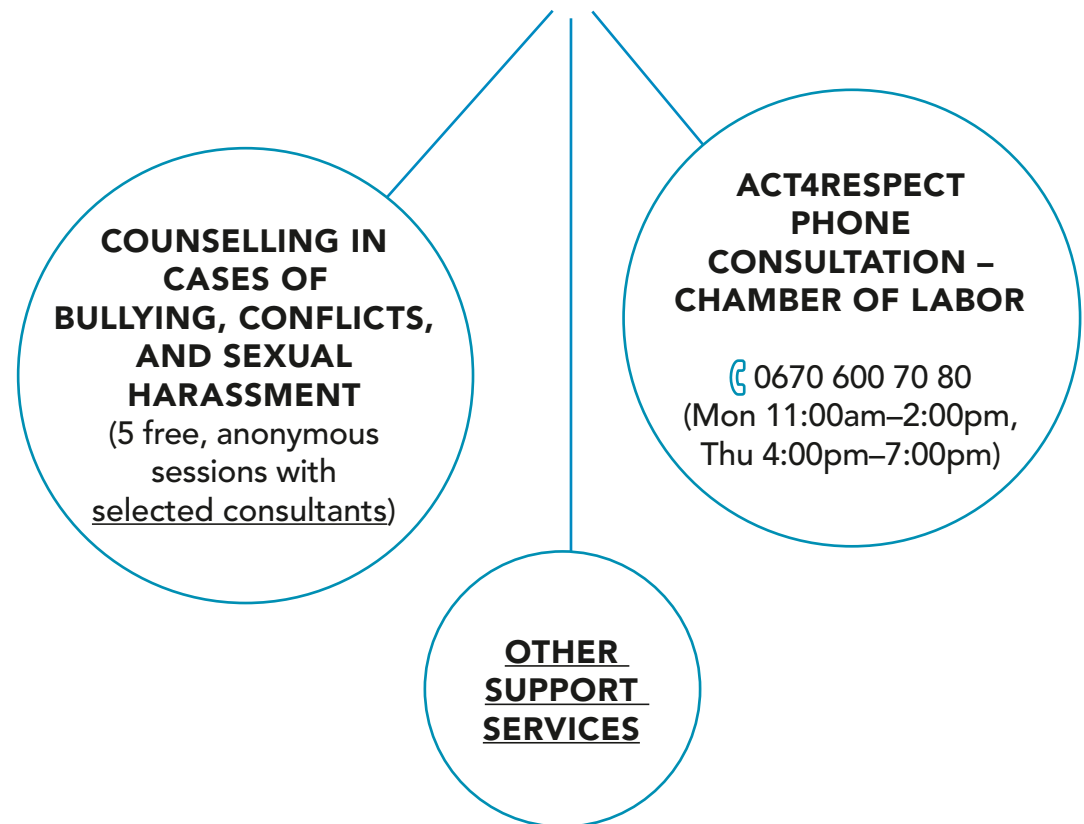
☎ +43 1 31336-5962
✉ wiss.betriebsrat@wu.ac.at

Counselling and advisory services outside of WU

For students



For employees



Step 1 Consultation



In the first consultation session, the incident that you experienced, witnessed, or learned about will be discussed confidentially. Please bring any relevant evidence, such as emails, chat logs, etc. It is particularly helpful to write a personal record of the key facts: When? What? Who? Where? All further steps are discussed and coordinated together. You can bring a trusted person with you to every consultation session.

Step 2 Analysis of the incident



- › Review of the written documentation and further research
- › Discussion with other people involved and any additional witnesses
- › Written summary of the conversation

Please note that a full analysis requires the disclosure of the identity of the parties involved. We are aware that stepping out of anonymity is a major barrier for many people affected by harassment or discrimination. Disclosure may not be necessary in every case. Together, we will determine which approach is right for you.

Step 3 Steps to be taken

Depending on the severity of the case, different measures may be taken by the university authorities in consultation with the person making the complaint (exception: in cases involving criminal offenses, the university is obligated to file criminal charges):

- › Crisis intervention or coaching for the person affected
- › Conflict mediation involving the people involved, upon request also under the guidance of an external professional (e.g. mediator)
- › Information or warning issued to the person responsible
- › Immediate responses in the event of serious misconduct
- › If the person responsible is a WU student: e.g. blocking access to WU premises
- › If the person responsible is a WU employee: e.g. suspension from duty
- › Filing of criminal charges by the university in the case of criminal offenses

ALL LINKS AT A GLANCE (in alphabetical order)

Academic Staff Council:

www.wu.ac.at/universitaet/organisation/interessensvertretungen/workscouncilacademic

Administrative Staff Council:

<https://www.wu.ac.at/en/the-university/organizational-structure/representative-groups/academic-staff-council/>

Austrian Students' Union (ÖH WU):

<https://oeh-wu.at/service/international-students>

Code of Conduct for employees (intranet):

https://swa.wu.ac.at/refo/Dokumente/WUPOL%20Code%20of%20Conduct/WUPOL_Code_of_Conduct_EN.pdf

Code of Conduct for students:

<https://www.wu.ac.at/en/students/wu-campus/code-of-conduct/how-we-treat-each-other>

Counselling services for employees in especially challenging situations and other support services (intranet, in German):

<https://swa.wu.ac.at/Serviceeinrichtungen/personalabt/wohlbefinden/SitePages/Beratungsangebote.aspx>

Disability Commissioners:

<https://wu.at/bvp> (in German)

Equal Opportunities Committee (EOC):

<https://www.wu.ac.at/en/the-university/organizational-structure/representative-groups/equal-opportunities-committee/the-eocs-members/>

Occupational Health Service (intranet):

<https://swa.wu.ac.at/Serviceeinrichtungen/Health/SitePages/Arbeitsmedizinischer%20Dienst.aspx>

Office of the Austrian Student Ombudsman at the Federal Ministry of Education, Science and Research:

<https://hochschulombudsstelle.at/>

Personnel Office (intranet):

<https://swa.wu.ac.at/Serviceeinrichtungen/personalabt/SitePages/Homepage.aspx>

Psychological Counselling Services for students:

<https://www.studierendenberatung.at/en>

Say NO to Harassment! – NEIN zu Belästigung!

wu.at/say-no-to-harassment

WU Ombuds Office for Students:

<https://www.wu.ac.at/en/the-university/organizational-structure/service-units/student-services/ombuds-office-for-students>

