



**Ordinance No. 140
of the Rector
of the Warsaw University of Life Sciences in Warsaw
of 31 December 2021**

on the implementation of the 'SGGW Equal Treatment and Anti-Discrimination Policy'

Acting pursuant to § 20 sec. 2, sec. 5(3) and (6) of the Statute of the Warsaw University of Life Sciences, the following has been agreed upon:

§ 1

The SGGW Equal Treatment and Ant-Discrimination Policy is implemented in the wording constituting an Appendix hereto.

§ 2

The implementation of the ordinance is entrusted to the Rector.

§ 3

The Ordinance shall enter into force on the day of its signing.

Rector of the Warsaw University of Life Sciences
prof. dr hab. Michał Zasada
/ signed with a qualified electronic signature /

Appendix
to Ordinance No. 140 of the Rector of the Warsaw University of Life Sciences in Warsaw of 31 December
2021
on the implementation of the 'SGGW Equal Treatment and Anti-Discrimination Policy'



**SGGW EQUAL
TREATMENT POLICY**

**THE EQUAL TREATMENT AND ANTI-DISCRIMINATION POLICY
IMPLEMENTED BY THE WARSAW UNIVERSITY OF LIFE SCIENCES**

Warsaw, 2021

CHAPTER I

INTRODUCTION

§ 1

SGGW - Warsaw University of Life Sciences (hereinafter also referred to as the University, or SGGW) applies the principle of equal treatment and ensures its observance, considering the applicable legal norms in this area in strategic internal normative acts, including

- 1) Anti-Discrimination Standard;
- 2) SGGW Statute;
- 3) SGGW Study Regulations;
- 4) SGGW Strategy until 2030.

Preventing discrimination at the SGGW is ensured by introducing appropriate formal and legal regulations, including the SGGW Work Regulations and the SGGW Remuneration Regulation, conducting different training courses and other forms referred to in this Policy and in accordance with the SGGW Anti-Discrimination Standard.

The SGGW Equal Treatment and Anti-Discrimination Policy, hereinafter referred to as the *Equal Treatment Policy*, is implemented at the University in the form of systemic solutions. It was concluded that solutions integrating various areas of the University's functioning may contribute to better care for the highest operating standards in ensuring a non-discriminatory work and study environment. The aim of the Policy is to prevent and counteract discrimination and to respond to all forms in the area of employment, education and learning by implementing procedures applicable to the entire University.

The basic legal acts constituting guidelines for the preparation of the Equal Treatment Policy are:

- 1) Constitution of the Republic of Poland of 2 April 1997 (Journal of Laws of 1997, No. 78, item 483);
- 2) Act of 20 July 2021, Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended);
- 3) Act of 26 June 1974 Labour Code (Journal of Laws of 2020, item 1320, as amended);
- 4) Act of 3 December 2010 on the implementation of the EU certain provisions on Equal Treatment (Journal of Laws of 2020, item 2156).

The Equal Treatment Policy is also a response to the recommendations of the Commissioner for Human Rights, hereinafter referred to as the CHR, including recommendations formulated on the basis of results of the research carried out at Polish universities commissioned by the ROP in 2018, and the recommendations of the Helsinki Foundation for Human Rights

formulated on the basis of the results of the research of 94 public universities in the country carried out in 2019.

The *Equal Treatment Policy guidelines* regarding its planning, implementation and execution result from the *SGGW Anti-Discrimination Standard* introduced by the Rector of the Warsaw University of Life Sciences, and the so-called good practices at Polish and foreign universities. Bearing in mind that discrimination is often the result of ignorance, therefore the planned activities within the Equal Treatment Policy will focus mainly on the informational and educational dimension of anti-discrimination, and are aimed at increasing awareness of equal treatment and the anti-discrimination competences of the entire SGGW academic community.

§ 2 Definitions

Terms and Definitions:

- 1) equal treatment policy – should be understood as activities providing systematic assurance of compliance with the principle of equal treatment by preventing unequal treatment and discrimination with the use of implemented solutions and procedures in accordance with applicable law;
- 2) the principle of equal treatment - should be understood as the lack of any behaviour constituting unequal treatment;
- 3) discrimination – should be understood as any unfriendly act of being deprived of the right to equal treatment, and knowingly or unknowingly unfairly treating people because of their real or perceived group affiliation;
- 4) unequal treatment – it should be understood as a differential treatment that cannot be explained by objective reasons, and which is not justified. It includes one of the following: direct discrimination, indirect discrimination, harassment, sexual harassment, and less favourable treatment of an individual as a result of rejection, or to submit to harassment or sexual harassment and to encourage such behaviour and dictating such behaviour;
- 5) procedure - should be understood as a description of activities ordered in a given time, which must be performed in order to achieve specific process results.

CHAPTER II

OBJECTIVES OF THE EQUAL TREATMENT POLICY

§ 3

By implementing the adopted idea of the University as a place setting new directions for the development of thought and culture through the highest quality research and education, and respecting the applicable legal regulations in Poland aimed at ensuring equal treatment, the Warsaw University of Life Sciences implements the equal treatment and anti-discrimination policy.

The equal treatment policy is the implementation of the assumptions set out in the SGGW Anti-Discrimination Standard.

The primary objective of the Equal Treatment Policy is to ensure a safe and non-discriminatory work, education and learning environment. This goal is being implemented at the Warsaw University of Life Sciences by taking the following actions:

- 1) preventing discrimination in employment, education and learning;
- 2) reacting promptly to any form of discrimination;
- 3) promoting and conducting activities for equal treatment, addressed to the entire SGGW community.

The activities specified above are achieved through

- 1) introducing appropriate regulations regarding equal treatment and anti-discrimination into the internal normative acts of the University,
- 2) appointing the relevant entities for equal treatment and anti-discrimination by the Rector of the Warsaw University of Life Sciences,
- 3) adopting guidelines and regulations on counteracting discrimination in employment, education and learning,
- 4) developing and implementation of a clear procedure for diagnosing, reporting and responding to any cases of discrimination,
- 5) undertaking information and educational activities to prevent discrimination in employment, education and learning;
- 6) monitoring and evaluation of the implementation of the *Equal Treatment Policy*.

All members of the academic community of the Warsaw University of Life Sciences are responsible for implementing the guidelines of the *Equal Treatment Policy*.

CHAPTER III

SGGW ENTITIES RESPONSIBLE FOR THE EQUAL TREATMENT AND ANTI-DISCRIMINATION MATTERS

§ 4

General Information

As part of the implementation of the Equal Treatment Policy, the SGGW Rector appoints the Rector's Plenipotentiary for Equal Treatment and the Rector's Anti-Discrimination Committee, appointed for the term of office of the Rector.

In addition, the coordinators for equal treatment are appointed in the institutes, faculties, and doctoral schools of the Warsaw University of Life Sciences.

The coordinators are appointed by the heads of the relevant SGGW organizational units in coordination with the Rector's Plenipotentiary for Equal Treatment.

§ 5

Rector's Plenipotentiary for Equal Treatment

1. The Rector's Plenipotentiary for Equal Treatment may be a person who has:

- 1) expertise in equal treatment and discrimination, as well as legal awareness in this regard;
- 2) knowledge and skills in counteracting discrimination,
- 3) personal capabilities enabling the efficient implementation of tasks within the competences and duties of the Plenipotentiary, as well as building understanding and cooperation with other entities of the University.

2. The Rector's Plenipotentiary for Equal Treatment acts on behalf of the Rector in the implementation of the guidelines resulting from the adoption of the SGGW Anti-Discrimination Standard, including this Policy. The Plenipotentiary takes action in cooperation with the Coordinators for Equal Treatment and the Rector's Anti-Discrimination Committee.

3. The duties of the Rector's Plenipotentiary for Equal Treatment include, in particular:

- 1) implementation and supervision over the implementation of equal treatment and anti-discrimination standards applicable in the European Union, including the area of higher education and science and resulting from the SGGW mission,
- 2) initiating and coordinating systemic activities for equal treatment addressed to the entire SGGW community,
- 3) development and implementation of a procedure for diagnosing, reporting and responding to any cases of discrimination at SGGW,

- 4) initiating and coordinating preventive activities at the University through information and educational activities aimed at improving anti-discrimination competences of the entire academic community,
- 5) development of draft regulations on equal treatment and anti-discrimination at the University,
- 6) monitoring and evaluation of anti-discrimination activities.

§ 6

Rector's Anti-Discrimination Committee

1. The Rector's Anti-Discrimination Committee provides opinions on documents submitted to the Committee on equal treatment and anti-discrimination, prepares recommendations and procedures resulting from the introduction, and implementation of the *Equal Treatment Policy* and develops recommendations for changes based on the evaluation process. The Committee also takes action to prevent discrimination in accordance with the procedures adopted under the *Equal Treatment Policy*.
2. The Committee consists of Coordinators for Equal Treatment appointed within the SGGW organizational units.

§ 7

Coordinators for Equal Treatment

1. The Coordinator for Equal Treatment may become a person who has:
 - 1) basic knowledge in the field of equal treatment and discrimination,
 - 2) organizational skills,
 - 3) personal capabilities enabling the efficient implementation of tasks within the competences and duties of the Coordinator, as well as building understanding and cooperation with other entities of the University.
2. The duties of the Equal Treatment Coordinator within the SGGW organizational unit in which he was appointed include in particular:
 - 1) implementation of equal treatment and anti-discrimination standards applicable in the European Union, including the area of higher education and science and resulting from the SGGW mission,
 - 2) development of a procedure for reporting and responding to any cases of

- discrimination,
- 3) monitoring and evaluation of anti-discrimination activities,
 - 4) coordinating systemic activities for equal treatment and anti-discrimination applicable at the University,
 - 5) monitoring university offers related to scientific activity and development addressed to people working and studying at the University in terms of compliance with anti-discrimination regulations,
 - 6) cooperation with the Rector's Plenipotentiary for Equal Treatment regarding any activities undertaken at the University.
3. The detailed scope of duties of the coordinators should be determined by the heads of the SGGW organizational units responsible for their appointment, in consultation with the Rector's Plenipotentiary for Equal Treatment, and in accordance with the *SGGW Anti-Discrimination Standard* and this Policy.

CHAPTER IV

DESCRIPTION OF THE SYSTEMIC IMPLEMENTATION OF THE EQUAL TREATMENT AND ANTI-DISCRIMINATION POLICY AT SGGW

§ 8

OBJECTIVES AND SCOPE OF APPLICATION

1. The objectives of the systemic implementation of the *Equal Treatment Policy* include
 - 1) ensuring systemic prevention and counteracting discrimination as well as responding to any form of discrimination in the area of employment, education and learning by implementing procedures applicable at the entire University;
 - 2) ensuring systemic prevention of unequal treatment and discrimination, including indirect discrimination, through information and education activities and by improving anti-discrimination competences of the academic community.
2. The *Equal Treatment policy* applies to all SGGW organizational units and operates in a cycle related to the introduction, implementation and monitoring of anti-discrimination activities, set out in Appendix 1 hereto.

§ 9

Competences and Responsibility

The competences and responsibilities of the entities other than those described in § 5 - 7 in relation to the implementation of the *Equal Treatment Policy* are presented below:

- 1) Rector - shall supervise the implementation of the Equal Treatment Policy at the University;
- 2) Chancellor - shall supervise compliance with the provisions of the Equal Treatment Policy in the central administration of the Warsaw University of Life Sciences;
- 3) Head of the Institute – shall supervise compliance with the provisions of the Equal Treatment Policy at the Institute under their supervision;
- 4) Dean – shall supervise compliance with the provisions of the Equal Treatment Policy at the Faculty under their supervision;
- 5) Head of the Doctoral School - shall supervise compliance with the provisions of the Equal Treatment Policy at the doctoral school under their supervision;
- 6) Head of the SGGW organizational unit, other than those mentioned in items 3) - 5) - is responsible for compliance with the provisions of the Equal Treatment Policy at the unit under their supervision.

§ 10

Planning the Equal Treatment Policy

Planning of the *Equal Treatment Policy* is determined as follows: long-term activities to implement the *Equal Treatment Policy*, a medium-term plan of activities conducted to introduce and implement this Policy (in a three-year cycle), and short-term plans by specifying activities on an annual basis. The planning referred to above is set out in Appendix No. 2 hereto.

The SGGW organizational units responsible for the introduction, implementation and execution of the *Equal Treatment Policy* should include the tasks identified in the Plan for the introduction, implementation and execution of the Equal Treatment Policy in their activities.

Human, material and intangible resources are necessary to carry out the planned activities. Resource management should be carried out in accordance with generally applicable regulations as well as the University's internal regulations.

§ 11

Implementing the Equal Treatment Policy

The SGGW organizational units responsible for the introduction, implementation and execution of the Equal Treatment Policy should apply the procedures applicable at the University based on the guidelines of the SGGW Anti-Discrimination Standard. These procedures determine the objectives and manner of implementation of activities, the resources necessary for their implementation, the responsibility of persons undertaking those activities, rules for documentation of activities and the monitoring methods. The implementation of activities should be supervised by authorized persons, in accordance with generally applicable provisions and the University's internal regulations.

§ 12

Monitoring the Equal Treatment Policy

Implementation of the *Equal Treatment Policy* is subject to monitoring. Monitoring should be carried out using tools prepared on the basis of the guidelines of the SGGW Anti-Discrimination Standard. The monitoring results are analysed. The purpose of the analysis is to determine the effectiveness of the implemented activities and to improve them if necessary. The analysis of the results should be carried out by the Rector's Anti-Discrimination Committee. Conclusions from the analysis should be used to plan improvement actions.

§ 13

Evaluation of the Equal Treatment Policy

The implementation of the *Equal Treatment Policy* is subject to review. The activities of individual entities competent for equal treatment and counteracting discrimination are subject to evaluation since their introduction in each past academic year. The implementation of the *Equal Treatment Policy* is assessed on the basis of the reports of the Coordinators for Equal Treatment, whereas the conclusions and recommendations should be used to conduct improvement actions within the units. The Rector's Plenipotentiary for Equal Treatment prepares a report on the implementation of the *Equal Treatment Policy* across the University as well as the recommendations, which are communicated to the Rector and are used to plan improvement actions.

§ 14

Documentation of the Equal Treatment Policy

Any documents related to the implementation of the Equal Treatment Policy are collected by the Rector's Plenipotentiary for Equal Treatment, and after the end of the term of office, they are handed over to subsequent persons holding the function. The documentation is stored in compliance with the guidelines on personal data protection and information security.

§ 15

Information access

As part of the implementation of the Equal Treatment Policy, actions are taken to distribute information on the principles of equal treatment and counteracting discrimination at the University, as well as the assumptions and objectives of this Policy, and activities and procedures developed, to inform each member of the academic community of its existence, and how to use it. The communication with stakeholders takes place via closed (e.g. e-mail, letters) and open (website) communication channels.

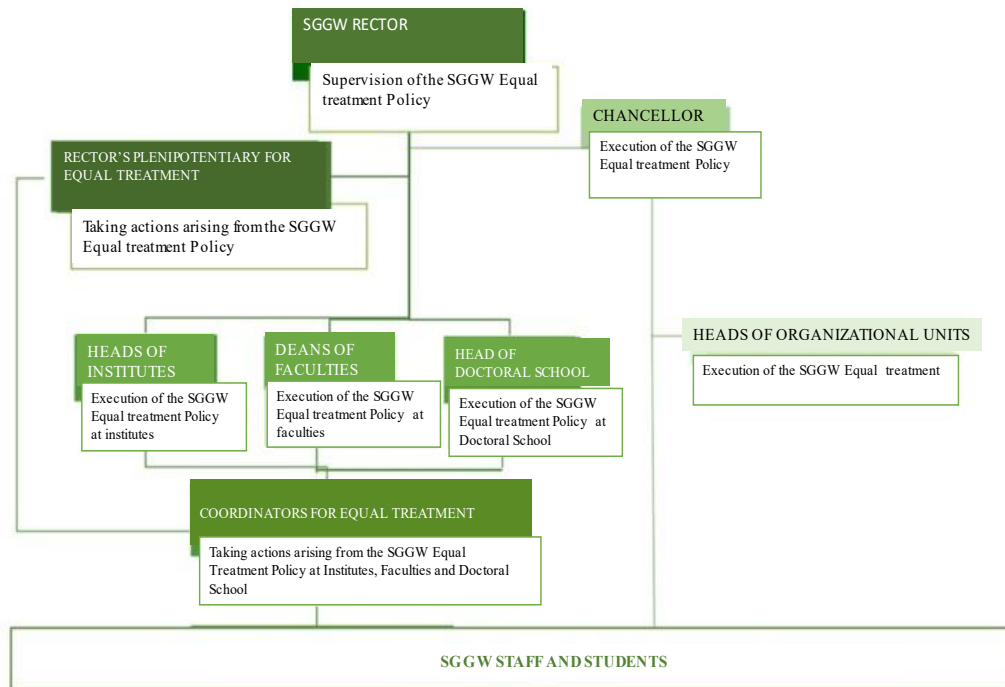
ATTACHMENTS

Appendix 1.

Scheme of the systemic organization of the implementation of the Policy of equal treatment and counteracting discrimination at SGGW



The structure of the implementation of the systemic Policy of equal treatment and counteracting discrimination at the Warsaw University of Life Sciences.



Appendix 2 to The SGGW Equal Treatment and Anti-Discrimination Policy

INTRODUCTION, IMPLEMENTATION AND EXECUTION OF THE EQUAL TREATMENT POLICY			
aim of the activity	scope of the activity	result of the activity	persons responsible
PHASE 1. INTRODUCTION OF THE EQUAL TREATMENT POLICY			
1. Appointment of entities competent for equal treatment and anti-discrimination	Determining the powers and position of the entities competent for equal treatment and anti-discrimination	Appointment of the Rector's Plenipotentiary for equal treatment, the Rector's Anti-Discrimination Committee Coordinators for equal treatment	Rector Heads of Institutes/Deans of the Faculties Head of Doctoral School
2. Adoption of guidelines and regulations regarding equal treatment and anti-discrimination at SGGW	SGGW Anti-Discrimination Standard	Adoption of the SGGW Anti-Discrimination Standard	Rector
3. Development of the SGGW equal treatment and anti-discrimination Policy	Development of the internal documentation regarding methods of work and action plan for entities responsible for Equal Treatment and anti-discrimination	The SGGW Equal treatment and Anti-Discrimination Policy	Rector's Plenipotentiary for equal treatment,
4. Systemic implementation of the <i>SGGW Equal Treatment Policy</i>	Adoption of the SGGW Equal Treatment Policy	Management	Rector
5. Raising competences of the	Conducting training courses for the SGGW management	Training courses for the managerial staff regarding	Rector's Plenipotentiary

<p>management staff in the field of equal treatment and anti-discrimination</p>	<p>staff</p>	<p>the problem of discrimination, basic concepts and ways to prevent and counteract discriminatory practices, implemented as part of the: "Success by nature - a comprehensive program to improve the quality of education process management and teaching quality at the Warsaw University of Life Sciences" Project, POWR.03.05.00-00-Z033/17 (training entitled: Counteracting discrimination and mobbing in employment relations)</p>	<p>for equal treatment, Instructors</p>
<p>6. Raising competences of coordinators for equal treatment in the field of equal treatment and counteracting discrimination in employment, education and learning, and how to counteract discrimination in higher education environment</p>	<p>Conducting training courses for the Coordinators for Equal Treatment</p>	<p>Training courses for the Coordinators for Equal treatment regarding equal treatment and discrimination.</p>	<p>Rector's Plenipotentiary for equal treatment, Experts</p>
<p>7. Identification of the principle of equal treatment and the discrimination issue at the University</p>	<p>Analysis of the University's documents in terms of the implementation of the equal treatment's standards</p>	<p>Report on the analysis and recommendations on the implementation of the equal treatment's standards</p>	<p>Rector's Plenipotentiary for Equal Treatment, Coordinators for</p>

	Opinion survey on equal treatment and counteracting discrimination conducted among staff and students	Diagnosing the problem of discrimination at the University	Equal treatment
PHASE 2. IMPLEMENTATION AND EXECUTION OF THE EQUAL TREATMENT POLICY			
8. Incorporating the regulations regarding the support of equal treatment and counteracting discrimination in employment, education and learning into the University's strategic documents	Verification of applicable provisions in the University's strategic and other internal documents	Including the promotion of equal treatment and counteracting discrimination in employment, education and learning in the University's strategic documents - recommendations	Rector's Plenipotentiary for Equal Treatment, Coordinators for Equal treatment
9. Popularisation of knowledge on the implementation of the Equal Treatment Policy	Development of information materials on the Equal Treatment Policy implemented at the Warsaw University of Life Sciences	Placing information materials on the WULS-SGGW website and on the websites of the University units on the Policy of equal treatment Placing contact details of the Rector's plenipotentiary for equal treatment and coordinators for equal treatment (e-mail addresses)	Rector's Plenipotentiary for Equal Treatment
10. Developing a comprehensive anti-discrimination competency improvement programme for the academic community	Preparation of training courses for SGGW employees and students regarding basic knowledge on equal treatment and anti-discrimination: applicable legal regulations, unacceptable behaviour with their precise definitions,	Training courses for SGGW staff and students regarding applicable legal regulations, unacceptable behaviour, counteracting and responding to discriminatory behaviour	Rector's Plenipotentiary for Equal Treatment Coordinators for Equal treatment

	countermeasures and response measures.		
11. Developing and implementing a procedure for diagnosing, reporting and responding to cases of discrimination in employment, education and learning.	Developing and implementing procedures for responding to discrimination cases within the University units	Implementation of the developed procedure for diagnosing, reporting and responding to cases of discrimination	Rector's Plenipotentiary for Equal Treatment, Coordinators for Equal treatment
12. Developing monitoring and evaluation tools for the equal treatment policy	Preparing monitoring and evaluation tools for the equal treatment policy	Monitoring and evaluation tools for the equal treatment policy	Rector's Plenipotentiary for Equal Treatment, Coordinators for Equal treatment Rector's Anti-Discrimination Committee
PHASE 3. EXECUTION OF THE EQUAL TREATMENT POLICY			
13. Increasing the anti-discrimination competences of the academic community	Training courses in terms of anti-discrimination competences for new members of the academic community	Training courses for new employees. Upon finishing all participants are obliged to sign a statement on having read the information on applicable laws, unacceptable behaviour, counteracting and responding to discriminatory behaviour Providing first-year students with information on applicable laws, unacceptable behaviour, counteracting and	Coordinators for Equal Treatment

		responding to discriminatory behaviour by the tutor of the year	
14. Distributing knowledge regarding equal treatment and anti-discrimination	Updating information materials on equal treatment and anti-discrimination on the SGGW website,	Current information on equal treatment available at the University's website, links on Faculties/Institutes/Doctoral School websites	Rector's Plenipotentiary for Equal Treatment, Coordinators for Equal Treatment
15. Monitoring and evaluation of the equal treatment and anti-discrimination policy in employment, education and learning at SGGW	Analysis of the effectiveness of the equal treatment and anti-discrimination policy in employment, education and learning at the Warsaw University of Life Sciences, including the application of the procedure for diagnosing and responding to discrimination cases.	Annual report on the activities of the Rector's Plenipotentiary for Equal Treatment on the implementation of the equal treatment policy at the University Annual reports on the implementation of the equal treatment policy in the organizational Units. Report and recommendations from the evaluation carried out three years after the implementation of the Equal Treatment Policy.	Rector's Plenipotentiary for Equal Treatment, Coordinators for Equal treatment Rector's Anti-Discrimination Committee

