

## **Rules of Procedure of the Equal Opportunities Committee of Sigmund Freud University**

according to § 6 Statute of the Equal Opportunities Committee (in the version of 21 June 2022)

### **Preamble**

The Equal Opportunities Committee (“Committee”) is committed to equal treatment, equality and equal opportunities for all members of the SFU, regardless of gender identity, sexual orientation, age, religion, ideology, ethnicity or any illness, disability or impairment, and opposes any form of discrimination. It also makes an active contribution to gender mainstreaming and diversity management.

### **§ 1 Members**

- (1) The Committee shall be composed of the members appointed by the Senate according to § 4 para. 1 sentence 1 of the Statute of the Equal Opportunities Committee.
- (2) The members shall elect a chairperson and a deputy chairperson from among themselves by secret ballot.
- (3) The members of the Committee shall be bound to secrecy. Facts that only became known due to participation in the Committee may only be communicated to the outside world after consultation with and agreement of the complainant or after consultation with the other members of the Committee.
- (4) The members of the Committee are not bound by any instructions in the exercise of their function. They may not be hindered in the exercise of their powers and may not be disadvantaged in their professional advancement because of this activity.
- (5) In the event of an appearance of bias, members shall be excluded from the processing of complaints and the corresponding decision-making. Bias shall be deemed to exist in particular in the case of kinship, friendly relationship, relationship of dependence or direct working relationship.
- (6) If a member of the Committee resigns permanently and the number of members falls below the minimum of ten, the Senate shall appoint a new member to replace him or her.

### **§ 2 Meetings**

- (1) The chairperson shall convene meetings regularly, but at least twice per semester. At the request of a member, the chairperson shall convene a meeting within two weeks. When scheduling the meeting, it shall be ensured that as many members as possible attend the meeting.
- (2) The chairperson shall send out an agenda to all members at least one week before the scheduled meeting. Each member may notify the chairperson of items on the agenda up to that time.
- (3) The meetings shall be held by telephone (online) or in combined (“hybrid”) form, if possible. If necessary, meetings shall be held in person.
- (4) At the request of a member and following a majority decision, the meetings may be attended by respondents. Respondents are also subject to confidentiality. They must be informed of this. Persons providing information shall not have the right to vote.

(5) At the beginning of each meeting, one person shall be entrusted with taking the minutes. The minutes shall be sent to all members of the Committee within three working days after the meeting.

### **§ 3 Adoption of resolutions**

- (1) The Committee shall constitute a quorum if half of the members attend the meeting.
- (2) Resolutions shall be passed by simple majority. In the event of a tie, the chairperson shall have the casting vote.
- (3) At the request of a member, a secret ballot shall be held.
- (4) At the request of a member, circular resolutions may be passed.

### **§ 4 Chairperson**

- (1) The chairperson shall lead the Committee.
- (2) The chairperson shall in particular be responsible for the following tasks.
  - a. Representing the Committee outside and within the SFU
  - b. Preparing, conducting and following up on meetings
  - c. File management
  - d. Information of the members
  - e. Strategic planning
  - f. annual report preparation and submission to the Senate
- (3) The chairperson may – subject to his/her consent – entrust any other member with the fulfilment of the tasks according to para 2.
- (4) If the chairperson is temporarily prevented from attending, the deputy chairperson shall take over all agendas of the chairperson. If the deputy chairperson is also prevented, the member determined by lot at the beginning of the period of activity shall take over.
- (5) If the chairperson or the deputy chairperson is permanently prevented, a new person shall be elected from among the members.

### **§ 5 Tasks and powers**

- (1) The Committee shall in particular have the following tasks:
  - a. Complaint management (§ 6)
  - b. Information and awareness work (§7)
  - c. Advisory work (§ 8)
  - d. Gender mainstreaming and diversity management (§ 9)
  - e. Work on structures relevant to equal treatment and equality (§ 10)
  - f. Participation in appointment procedures (§ 11)
  - g. Participation in staff selection procedures (§ 12)
- (2) The Committee is free to choose the means to fulfil its tasks in accordance with §§ 6-10. It may make

written recommendations to decision-makers of the SFU for the fulfilment of its tasks. If a recommendation is not complied with within a period of eight weeks, the decision-maker must justify this in writing to the Committee.

(3) The Committee shall be provided by the university with funds and resources to ensure its ability to act.

### **§ 6 Complaint management**

(1) The Committee shall deal with equal treatment and equal opportunities-related complaints involving at least one person formerly or currently employed at SFU (academic staff, administrative staff, lecturers, researchers, students, etc.) or a related person (facility management, applicants, etc.). Provided that the handling of a complaint is not thwarted or impeded by this, anonymous complaints are also possible.

(2) Complaints may be submitted informally to any member of the Committee. Special consideration shall be given to the wishes of the person making the complaint.

(3) If the person making the complaint agrees, the complaint may first be dealt with in meetings of the Committee. If the person so wishes, the person may attend the relevant meeting as a person providing information (§ 2 para 4).

(4) The Committee shall discuss and decide on the further course of action. For this purpose, it may, in particular, obtain statements, hold discussions, consult experts, obtain information and address recommendations and proposals to the person(s) concerned.

(5) The person filing the complaint shall be informed about the procedural steps and the outcome of the complaint procedure.

(6) If the person filing the complaint wishes the complaint procedure to be discontinued before it is concluded or if he/she opposes a planned procedural step, this shall be complied with immediately.

(7) If the concern of a complainant does not fall within the remit of the Committee, the person shall be informed that it is not possible for the Committee to deal with the concern. If possible, the complainant shall be referred to the competent person or institution.

### **§ 7 Information and Awareness Work**

(1) The Committee shall contribute to the equal treatment and equality of all members of the SFU in the sense of the preamble through active information and awareness work. In particular, it shall have the following possibilities for this purpose:

- a. Producing and providing information material and brochures (printed and digital)
- b. Writing and sending out circulars (at least once per semester)
- c. Organising and holding training courses

(2) The Committee shall provide information on its tasks and activities as well as contact details on the SFU website, ensuring that its members can be reached easily and at low cost.

### **§ 8 Advisory work**

The Committee provides counselling on issues relevant to equal treatment and equality. Upon request and on its own initiative, it shall provide information on the activities and opportunities of the Committee as well as on (counselling) opportunities outside the SFU.

### **§ 9 Gender mainstreaming and diversity management**

The Committee actively contributes to the implementation of gender mainstreaming and diversity management. Among other things, the Committee conducts discussions with decision-makers after a majority decision has been made.

### **§ 10 Work on structures relevant to equal treatment and equality.**

The Committee draws attention to unequal treatment in connection with structural, digital and other structures and suggests appropriate changes. These include, for example, changing tables accessible to all, toilets for people of all genders, and low-barrier premises, teaching events and internet presences.

### **§ 11 Appointment procedure**

(1) The Committee shall be involved in the entire appointment procedure in an advisory and participatory capacity. It shall be informed by the appointment committee without being asked and without delay about every step of the procedure.

(2) In particular, the following shall be submitted to the Committee for its prior opinion in each case:

- a. the text of the call for applications before the call for applications
- b. all application documents
- c. all information on the selection of reviewers
- d. all expert reports
- e. the list of candidates before their invitation to the hearing

(3) In addition, the continuous presence of a member of the Committee must be ensured during the entire hearing as well as during the preparation of the staffing proposal.

### **§ 12 Participation in staff selection procedures**

(1) The Committee shall be informed about vacancies and job advertisements as far as possible. Upon request, the Committee shall assist in the non-discriminatory and inclusive wording of the advertisement.

(2) At the request of applicants or on its own initiative, the Committee may be involved in any personnel selection procedure in an advisory and participatory capacity.

(3) Upon request, the Committee shall be provided with all requested information on the selection procedure as well as the relevant documents.