

PROCEDURE REPORTS

Transgressive Behavior ETF LEUVEN

Version September 16, 2024

Content

1. Introduction	2
2. Transgressive Behavior defined	2
3. Reporting to the internal or external support service	2
4. Internal support service for transgressive behavior of ETF Leuven.....	3
5. Who can approach the internal support service and the confidants?	3
6. How can you approach the internal support service and the confidants?.....	3
7. What questions or experiences can you ask the confidants?.....	4
8. What can the confidants do for you?	4
9. Registration (possibly anonymous) of your report	5
10. Exams after making a report.....	6
Appendix 1: Code of Conduct for Social Safety ETF Leuven	7

1. Introduction

The Procedure for Reporting Transgressive Behavior is part of the ETF Code of Conduct on Social Safety (see Appendix 1). This code of conduct specifies condemning, preventing and intervening in cases of transgressive behavior: “We condemn and prevent any form of transgressive behavior, including unwanted sexual behavior, violence and harassment, and any form of exclusion, hatred, abuse of power or discrimination. In situations where this occurs we speak to each other about it and take action.” The procedure described in this document provides a framework for submitting and following up on reports of transgressive behavior to ETF Leuven.

2. Transgressive Behavior defined

The description of transgressive behavior given below is largely based on the description in a Flemish decree on transgressive behavior for the entire Flemish Higher Education system (draft decree: Oct. 12, 2023).

Transgressive behavior includes any act that affects the integrity of a person, including abuse of power, unwanted sexual behavior, violence, harassment and exploitation.

Abuse of power occurs when you use the power you have acquired (when you have more access to certain resources than others) at the expense or disadvantage of those who have a trust or authority relationship with you. Source and for examples, see:

<https://admin.kuleuven.be/thema/socialeveiligheid/en/what/abuse-power-examples>

Unwanted sexual behavior refers to any form of unwanted verbal, nonverbal or physical conduct with sexual connotation that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, offensive, humiliating or offensive environment.

Violence refers to any act in which a student, staff member or guest is threatened or physically assaulted psychologically or physically within a work situation or educational context in higher education.

Harassment refers to an unlawful set of multiple, similar or diverse behaviors outside or inside the higher education institution, which take place over a period of time, the purpose or effect of which is to affect the personality, dignity or physical or psychological integrity of a student, staff member or guest or to create an intimidating, hostile, insulting, humiliating or offensive environment. Harassment manifests itself particularly through words, threats, actions, gestures or written communication. These behaviors may relate in particular to age, marital status, birth, wealth, religion or philosophical belief, political opinion, trade union membership, language, current or future health condition, disability, physical or genetic characteristic, social origin, nationality, so-called race, color, ancestry, national or ethnic origin, gender, sexual orientation, gender identity and gender expression.

Exploitation includes financial and material exploitation (including theft) and labor exploitation.

3. Reporting to the internal or external support service

A report about transgressive behavior can be made to the internal support service of ETF Leuven, but also to an external support service. The process of reporting must be as accessible as possible; therefore, you are free to choose between the internal or external services.

If you want to make an external report, you can contact the Flemish Reporting Center for Transgressive Behavior: <https://www.vlaanderen.be/vlaams-meldpunt-grensoverschrijdend-gedrag>.

On this website you can find further information on how employees of the reporting center can help, advise and support you. It is also possible to report anonymously.

The internal support service of ETF Leuven consists of two confidants. The following explains the procedure followed through this internal support service.

4. Internal support service for transgressive behavior of ETF Leuven

ETF Leuven has an internal support service that students, staff and guests can contact to report transgressive behavior. This support service consists of:

- the confidant for students: Anne-Catherine Pardon
- the confidant for staff: Elsie Wilms

Guests at ETF Leuven, volunteers within ETF Leuven, externally funded researchers, external lecturers, guest professors and doctoral students working at ETF Leuven can also turn to the confidant for staff.

The two confidants work together under shared professional secrecy (Article 458 of the Criminal Code) and are each other's backup. They have the necessary expertise, which they keep up to date by taking regular refresher courses and through internal intervisions. You can find more information about how professional secrecy works and in what situations it may/must be lifted here:

[Professional secrecy | Belgium.be](#)

5. Who can approach the internal support service and the confidants?

Students, staff members and guests at ETF Leuven can contact the internal support service and the confidants. They can also be contacted by volunteers of ETF Leuven, externally funded researchers and doctoral students working at ETF Leuven.

You can contact the internal support service and the confidants if you have been confronted with transgressive behavior yourself, if you have observed transgressive behavior in others, or if you have doubts whether a specific situation involves transgressive behavior.

6. How can you approach the internal support service and the confidants?

The internal support service can be contacted as follows:

- the confidant for students:
Anne-Catherine Pardon / anne-catherine.pardon@etf.edu / +32 (0)16 30 83 59
- the confidant for staff:
Elsie Wilms / elsie.wilms@etf.edu / +32 (0)16 30 83 58

There are no deadlines for approaching the confidants: you can contact a confidant immediately after your experience or a (considerable) time later.

Only the confidants have access to your mail.

The confidants are committed to respond within three working days.

7. What questions or experiences can you ask the confidants?

- You want to find out whether someone has engaged in transgressive behavior with you or someone else.
- You are confronted with transgressive behavior.
- You wonder whether you yourself have exhibited transgressive behavior and what you can do about it.

8. What can the confidants do for you?

A. The different steps

After contacting the internal support service, you will receive an answer from one of the confidants within three working days. After an initial contact via email or telephone, you will be invited for a personal interview (physical or online). All questions and reports will be taken seriously and handled with discretion.

The confidant will actively listen to your story and provide a safe environment for sharing questions, emotions or doubts, considering your specific needs. The confidant will not pass judgment or act without your permission. You also have the option to vent alone without taking further action. There is no one-size-fits-all solution for every report. In consultation with you, the reporting person, one or more of the actions below may be taken. When considering the various actions, the advantages and disadvantages are reviewed with you.

- a mediation between the persons involved if all persons involved agree; the confidant can inform you about this possibility and can further support you in this; in a mediation process, the aim is to complete the process within 8 weeks.
- a report or intervention with another student or with a staff member, or the hierarchical line of that staff member, after explicit consent of the reporter; the confidant can inform you about this possibility and can further support you in this;
- a specific referral to, for example, an external entity; the confidant can inform you about this possibility and can further support you in this; this possibility also includes assistance in reporting to the police in the case of a possible criminal offense.
- if the above actions are considered insufficient: identifying other possible internal and external actions and supporting you in those actions which you as reporter can undertake.

The confidants are not authorized for evaluation, discipline or sanctions.

B. Confidant and/or care team

If you wish, the report and its follow-up may remain confidential between you and the confidant.

There may be reasons from your perspective or from the perspective of the confidant to involve one or more persons in the follow-up of the report. This may include, for example, the personnel manager, a person responsible in the hierarchy, another staff member or an external person. The confidant and this one or few persons together is hereafter referred to as the care team.

The establishment of a care team may have several reasons, such as seeking independence, involving certain expertise or being able to take certain follow-up actions. The decision to establish a care team is always discussed with you and is never made without your consent.

C. Pursue recovery and/or take action

With the confidant, you can consider whether it is desirable and feasible to pursue redress. For example, is it possible to address the person who exhibited the undesirable behavior? Are you able or willing to do that yourself, or do you prefer the confidant to do that on your behalf? Would you like help in making your boundaries assertively clear? Can reconciliation bring both parties closer together and give them recognition?

With the confidant you can also examine whether measures should be taken. You might consider the following possibilities:

- Should a supervisor or human resources manager be notified to follow up on your report? After a neutral investigation, they can see what actions are appropriate: an evaluation interview, a coaching program ... etc.
- The confidant can advise and guide you if you wish to initiate disciplinary proceedings.
- Would you prefer to be guided by an external entity? Then the confidant can inform you about the various possibilities and support you in contacting those entities.

D. In case of acute risk or multiple reports about one particular person

If a situation arises that poses an acute risk to students or staff members, the confidant will take initiative while respecting the rules of professional secrecy (Article 458 of the Criminal Code). Taking initiative may include informing the executive team of ETF Leuven and/or the public prosecutor's office.

The confidant can also inform the executive team of ETF Leuven of a report of transgressive behavior if several reports have been received regarding a particular person. Hereby, in a first phase, only those data are passed on which allow the executive team to decide whether or not to initiate a disciplinary investigation.

9. Registration (possibly anonymous) of your report

For each report, the confidant creates a file. This will be recorded in a protected registration system. This file contains a record of the events regarding the transgressive behavior as described by you as reporter, as well as the identification details of all persons who you as reporter believe were directly or indirectly involved, in whatever capacity. It also contains information about the actions taken, including important correspondence and interview reports at key points, to the extent necessary to substantiate or justify the report and its follow-up.

Only the student confidant, the staff confidant and the head of the Internal Service for Prevention and Protection at Work [Bernard Vantieghem] have access to the protected registration system and can exchange pertinent information for the purpose of performing their functions.

Anonymous or not

It is possible to register the report anonymously if desired. The confidant will ensure an anonymous registration where possible. Together with the confidant you agree which information can or cannot be registered from the point of view of anonymity. The confidant will also inform you about the consequences this may have for the follow-up of the file.

The importance of registration

- Registration and file creation help the confidant in accurate follow-up of your report.
- If several reports have been received regarding a certain person involved, the confidants can take the initiative to take follow-up steps. In doing so, the confidants always take into account the possible request of one or more reporters to remain anonymous.
- The registration (filing) of all reports also helps the internal support service to gain a better overview of reports with common characteristics. This enables them to formulate targeted

policy recommendations, allowing ETF Leuven to develop and implement appropriate measures more quickly.

- The registration of reports helps ETF Leuven get an overview of what is going on and respond in a timely manner.

10. Exams after making a report

As a student, after making a report, you have the option of having an exam attended by an observer. This option of having an observer attend is always possible for students (see OER) and in that sense this is not a special feature. Nevertheless, it is important to make you aware of this possibility. After all, it may possibly remove an obstacle to making a report. In case your report concerns an examiner, we will look together with you at possibilities to deal with this during examinations. One of the possibilities is to replace the examiner in question by another examiner.

Appendix 1: Code of Conduct for Social Safety ETF Leuven

Version 13 June 2024

Staff members, students and guests of ETF Leuven should treat the institution and everyone who works or studies at ETF Leuven or is a guest with respect, in accordance with international and constitutional principles on human rights. This includes behaving properly in their mutual relations.

Respect for Diversity

ETF Leuven is a Christian organization guided by faith in God as He reveals Himself in creation, in Christ, in His dealings with His creatures and in the Bible. Respect for diversity is an integral part of this. This is reflected in a number of core values that guide interrelationships at ETF Leuven:

- a) we are in constant encounter with diverse cultures and denominations and thereby, from our own identity, truly experience the catholicity of the Church ;
- b) we strive for a humble attitude to life, servant leadership, a profound spirituality and love for our fellow man;
- c) we serve the common good of a plural society, by nurturing the constructive conversation with dissenters in churches and in society through our teaching and research.

Our international organization recognizes a multitude of cultural differences and strives for equal cooperation in an inclusive organizational structure and culture. We pay particular attention to people in vulnerable positions or facing specific challenges.

Attention to Social Safety

ETF Leuven is committed to providing a safe working and study environment for all. Safe means that staff, students and guests treat each other with integrity and respect. There is room to address each other when things do not go as they should. We condemn and seek to prevent any form of transgressive behavior, including inappropriate sexual behavior, violence and harassment, and any form of exclusion, hatred, abuse of power or discrimination. In situations where this does occur we address each other about it and act appropriately.

Responsible Community

ETF Leuven is a learning, working and living community with room for personal and communal spirituality. Staff and students show commitment, trust, respect and appreciation for one another. In behavior and communication, we approach the other openly and honestly. We avoid conflicts of interest and deal carefully with personal and sensitive information, observing confidentiality when necessary. Staff members of ETF Leuven work transparently and reliably and honor their agreements. They handle ETF Leuven resources with care and are transparent about any gifts or gratuities they receive as part of their duties. If something is not right, staff members, students and guests speak to each other about it. When necessary, reports are made and complaint procedures carefully followed.

In all things, ETF Leuven encourages a lifestyle that contributes to Christian witness.