

Checklists for shaping awareness work at FAU

Checklist C

Dealing with misconduct, points of contact and complaints channels

1/1

In order to provide participants with the necessary support and reassurance in the event of behavior overstepping boundaries, (sexual) harassment, discrimination and violence it is important to establish a network of suitable services and to be able to refer anyone affected to the relevant points of contact. You may consider the following questions at this stage:

1. Overview of complaints channels and points of contact

- Which FAU internal and external complaints channels and points of contact are of most relevance for your event? More details available at www.equality-and-diversity.fau.eu/respect
- Inform all participants which internal and external counseling services are of relevance to your event.
- Where and how can you pass on information about these services?

2. Cooperation and interfaces

- If necessary, connect and consult counseling services.
- Consider to what extent you as the event manager or coordinator would like to offer an easily accessible and direct point of contact for reporting and following up on instances of harassment and discrimination.
- If you were to offer an (initial) point of contact of your own at your event or in your context, what shape might it take (toolkit)? Who is involved and what steps are taken to ensure stakeholders are suitably qualified for their role?
- Create and publicize a point of contact. How can you create an atmosphere conducive to reporting incidents (for victims and for bystanders)?

3. Consequences and sanctions for misconduct, complaints channels at FAU

- *Guidelines on preventing and dealing with cases of discrimination, harassment and sexual harassment at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) and Universitätsklinikum Erlangen (UKER).*
- If there is a criminal offense such as stalking, sexual harassment or threats, you should consider calling the police.
- Would you like to stipulate specific consequences for your event or your context (e.g. excluding people from attending the event)? Useful information on this aspect is included in the toolkit.
- Please consult with *P6 – Legal Affairs* or *L1 – Legal Affairs and Academic Quality Management* in order to check the options available to you.

#FAUrespect
No to harassment
and discrimination
at FAU!