

## Checklists for shaping awareness work at FAU

### Checklist H Partnerships

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Within the context of teaching and research, FAU often enters into partnerships with other institutions or companies. In order to offer all members of the university a consistently safe, appreciative and therefore successful study and work environment, it is also important to consider these interfaces. Both the university and the cooperating institution are responsible for creating framework conditions. The exchange of ideas and effective collaboration within the partnership must therefore take place in a setting aimed at preventing (sexual) harassment, discrimination and violence.

#### 1. Be aware of and combine guidelines

- Inform yourself about the *FAU guidelines for awareness work and the prevention of (sexual) harassment, discrimination and violence*. Have the most important aspects and documents on hand for the partnership.
- Ask the partner institution for its guidelines or awareness concept.
- Make sure that all those involved are familiar with the guidelines of both institutions.
- Refer to the guidelines or incorporate an extract from them into the cooperation agreement in order to ensure the greatest possible degree of compliance.
- Make sure that qualified individuals have fair access to partnerships regardless of personal characteristics and needs.

#### 2. Pay attention to any special features in the partnership

- In discussions with the cooperation partner, find out about any experiences made in preventing (sexual) harassment, discrimination and violence within the framework of the cooperation (both best practice and negative reports). Consider how you can learn from these experiences and incorporate them into the partnership in future.
- Pay particular attention to power dynamics, roles and responsibilities.
- Discuss how you intend to implement existing guidelines and possible further measures with the collaborating institution and involve every member of the partnership (e.g. employees, students).
- Provide sufficient information (training courses), enter into dialog and use the toolkit to clarify which additional steps make sense for this partnership and how to implement them.

#### 3. Achieve clarity among all participants

- Make sure that all those involved directly and indirectly are sufficiently aware and informed.
- Make sure that those affected of (sexual) harassment, discrimination and violence can find easily accessible and reliable points of contact for help and advice.
- Take awareness aspects into consideration in follow-up work, for example by asking during the feedback meeting or internship report whether the implementation of awareness measures was successful and effective from the student's or employee's point of view. As far as possible, ensure anonymity and confidentiality in order to avoid conflicts of interest and to receive important information.