



**SWISS INSTITUTE
OF MANAGEMENT
AND SCIENCES** 

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PROTECTION OF PERSONAL INTEGRITY POLICY

SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

Document Control

Version	Reviewed Date	Approved by	Amendment
V1.0	Nov 1, 2022	Prof. Dr Mensur Zeqiri	N/A

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1. DEFINITIONS

1.1. Discrimination

Discrimination is any statement or action that aims to disadvantage or diminish the dignity of a person due, in particular, to their “race”, gender, age, origin, language, religion, physical attributes, views, political beliefs or sexual orientation without any objective grounds for doing so.

1.2. Bullying

Bullying pursuant to these regulations includes systematic and hostile conduct that endures or recurs over a certain amount of time and which is aimed at discrediting, isolating or ostracizing a person.

1.3. Sexual harassment

Sexual harassment refers to behaviour with sexual connotations that violates the personal rights of another person, in particular:

- sexual acts and conduct subject to criminal prosecution;
- unwanted sexual advances, irrespective of whether these are accompanied by promises of advantages or threats of disadvantages;
- unwanted bodily contact, requests for sexual acts and intrusive behaviour;
- salacious comments, especially about a person’s appearance and physical attributes;
- the intentional or unintentional display and distribution of pornographic material against the will of the recipient.

2. RESPONSIBILITIES

2.1. Personal Integrity Coordination Office

1. Persons who believe their personal integrity has been violated may request advice from the Personal Integrity Coordination Office.
2. The Personal Integrity Coordination Office is the central university point of contact for all violations of personal integrity experienced by members of the University community. The Personal Integrity Coordination Office only acts with the consent of the affected person and is subject to strict confidentiality. It listens to the affected person, provides information and advice, and may initiate an investigation. If the affected person wishes to initiate an investigation, they must submit a written request to the Personal Integrity Coordination Office no later than 12 months after the infringement in question. In this case, the Personal Integrity Coordination Office transfers the proceedings to the responsible office.



3. The Personal Integrity Coordination Office's duties also include:
 - a) documenting cases where it provides advice;
 - b) maintaining an overview of investigations and applicable deadlines;
 - c) providing information to the President's Board;

3. THE INVESTIGATION PROCESS

3.1. Principles of the investigation process

1. The investigation process must be straightforward and quick.
2. The investigating office is to maintain a record of the proceedings.
3. If appropriate, the investigating officer may recommend preventive measures to the faculty and university management bodies for the duration of the investigation, in particular, the physical separation of the persons involved, ensuring that such measures are practical and that they allow the university to operate normally.
4. The mandate to investigate must not result in any disadvantage for the person affected by the violation.
5. The investigating office informs the persons involved about the process, oversees the investigation of the relevant facts and carries out the necessary clarifications. It consults the files of the Personal Integrity Coordination Office.
6. The investigating office interviews the persons involved separately. The persons involved must appear at interviews in person. They have the right to have someone accompany them. Face-to-face meetings are only carried out with the consent of the persons involved.
7. The investigating officer may invite other persons to give statements or listen to the testimony.
8. In general, short deadlines must be given for written statements.

3.2. Conclusion of the investigation process

1. The investigating officer should conclude the investigation quickly and generally no more than four months after the request for the investigation.
2. The investigating office concludes the investigation with a report. The report should contain a presentation of the facts, the investigative activities, the results of the investigation and recommended measures for the President's Board.
3. A draft of the report must be sent to the persons involved. The latter may provide a written statement on the report within 10 days. They will receive the final report for their information.





4. The investigating office submits all files, including the report and statements by the persons involved, to the Secretariat of the University for the attention of the President's Board or, if a member of the President's Board is involved, to the President of the University Council. It informs the parties of the handover of the files.

4. SPECIAL PROVISIONS

4.1. Sanctions and measures

1. The President's Board issues suitable sanctions against persons proven to have violated personal integrity as well as measures to protect persons affected by such violations.
2. The sanctions against guilty parties are based on the provisions that apply to the legal relationship between the guilty party and the university.
3. Any measures to protect persons involved must be defined within the framework of the University of Basel's organizational rights and its right to issue decrees. These measures are not mandated.

4.2. Communication

1. The university informs the persons involved about the conclusion of the proceedings and, if necessary, the results.
2. If necessary, the President's Board informs the management units of the persons involved that an investigation has been initiated as well as its outcome.

4.3. Data protection

1. The Personal Integrity Coordination Office and the investigating officers are authorized to process the data necessary to ensure that the purpose of the investigation can be met, including personal data and special personal data. Persons affected by a violation of their personal integrity expressly declare their consent to process their personal data when the report is filed with the Personal Integrity Coordination Office and with the request for a formal investigation.
2. The aforementioned data may be forwarded to the legal authorities in the event of subsequent criminal and civil proceedings.

4.4. Costs

1. Consultation and the investigation are free of charge to the persons involved. This does not apply to malicious proceedings.
2. The President's Board decides who will assume any additional costs.