

SOCIAL SAFETY SUPPORT GUIDE FOR STAFF



TU/e

Collectively responsible
for a positive working and
learning environment

Social safety is a matter that concerns all of us. All employees, students and guests of TU/e are collectively responsible for a safe and positive working and learning environment. TU/e expects everyone - employee, student or guest - to deal responsibly with the ethical aspects of the working and learning environment. But what if you suspect that something inappropriate is going on, have a conflict of interest yourself or are confronted with undesirable behavior?

Where can you turn?

Preferably, you can first discuss an undesirable situation with the person involved. If this is not possible, discuss it with your supervisor. If this is not possible either, you can ask your HR advisor or the PhD/EngD counselor for advice or use the other options in this overview. Do not hesitate to contact the person who you think can best help, even if you have doubts about the (seriousness of the) situation. Your report will always be treated confidentially.

Are you dealing with undesirable behavior?

If you are faced with undesirable behavior, such as (sexual) harassment, aggression, violence, bullying, discrimination, or if you are accused of such behavior, you can contact one of the **confidential advisors for undesirable behavior**. They offer support and help you find a way to end the undesirable behavior. They can also help you to file a formal complaint with the complaints committee for undesirable behavior.

Do you have a dilemma or conflict in the workplace?

The **ombudsman for staff** works independently. You can contact the ombudsman among others for (structural) problems with cooperation, bottlenecks in certain procedures, incorrect and/or unreasonable treatment or actions of persons or agencies within TU/e. This can be done confidentially and without any formalities. The ombudsman can mediate between the parties and conduct an independent investigation if she considers it necessary.

Do you have questions or complaints about scientific integrity?

If you have questions or complaints about scientific integrity, you can contact the **confidential advisor for scientific integrity**. This confidential advisor can mediate between parties. He can also help you to file a formal complaint with the complaints committee for scientific integrity.

Do you want to report an irregularity?

If you want to report a harmful activity at TU/e, you can turn to the **confidential advisor for irregularities** for advice. This could involve, for example, a serious criminal offence, a gross violation of regulations or a danger to public health, safety or the environment.

Do you disagree with an employment law decision?

If you disagree with a decision made by TU/e concerning a staff assessment, change of position or refused promotion, you can submit a dispute with the **arbitration committee**. You can also submit a dispute in the event of a disagreement about the execution of the study facilities regulation, the performance of ancillary activities, compliance with salary agreements, the implementation of the selection model or leave arrangements.

Have you come across harmful ICT-related incidents?

You have come across harmful ICT-related activities, such as a data breach, disproportionate workload or disruption of system stability, a violation of license rights, the falsifying of emails or a hacking. The **Computer Emergency Response Team (CERT)** would like to receive your report as soon as possible.

Are you experiencing personal problems that affect your work?

If you have problems in your social environment (e.g., living, working, religious, loneliness or financial) and you are experiencing psychological and/or physical consequences in your work, you can contact a **company welfare worker** or **company doctor**, even if you are partially absent from work. This can be done free of charge and in confidence. You do not have to be ill to make an appointment. A company doctor advises employees and employers on absence guidance and reintegration activities. A company welfare worker supports employees in optimal functioning by offering psychosocial guidance.

Are you dealing with threats/intimidation following a media appearance/publication?

If, as a scientist, you are dealing with some form of (online) threat, intimidation or hateful reactions following media appearances, this can make you feel unsafe. Report the incident immediately to the **Campus Manager for Safety and Security**. He will assist you and take immediate action.

As a PhD or EngD student, are you experiencing problems regarding cooperation with your supervisor?

Do you have problems in the communication with or guidance from your supervisor or are you experiencing structural pressure to work overtime? Has a conversation about this not led to improvements? You can talk to the supervisor of the group in which you work. If you find this difficult, the **PhD/EngD counselor** can help you to prepare for the discussion. Would you also like to talk about how you can manage the tension? Then the **PhD/EngD psychologist** is a logical next step.

Do you have questions about your work and legal status?

Employment matters of importance to TU/e employees are regulated in the Collective Labor Agreement for Dutch Universities or in complementary TU/e staff regulations. More information can be found on the web page **Conditions of employment TU/e**. If you still have questions after reading the information, your **HR advisor** can help you get clarity on your rights and obligations.



EMERGENCY NUMBERS

If you need immediate assistance (emergencies), call the TU/e emergency numbers 2222 (internal) or 040-247 2222 (external/mobile).

Outside of TU/e:
Your family doctor or psychologist

If it involves a criminal act, you can report this to the police.

In case of an emergency,
call the emergency number 112
If it is not urgent, call 0900-8844

Value statement
TU/e has a **value statement** that applies to all staff and students. It states our core values.

Want to know more about social safety?
Visit <https://tue.nl/social-safety> or scan the QR code!



Social Safety, a matter for all of us!