

GUIDELINES

FOR PROTECTION AGAINST SEXUAL HARASSMENT AND SEXUALIZED VIOLENCE

at Johannes Gutenberg-University Mainz

The president informs employees and students about
the guidelines for protection against sexual harassment
and points of contact in case of sexual harassment

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Senate resolution from 01.02.2013

TABLE OF CONTENTS

| | | |
|---|--|----|
| 1 | GUIDELINE OF THE SENATE FOR PROTECTION AGAINST SEXUAL HARASSEMENT AND SEXUALIZED VIOLENCE AT THE JOHANNES GUTENBERG-UNIVERSITY MAINZ | 5 |
| | § 1 Scope | 5 |
| | § 2 Terminology | 5 |
| | § 3 Principles | 5 |
| | § 4 Measures taken by the University | 6 |
| | § 5 Options for effected individuals | 8 |
| | § 6 Prevention | 8 |
| | § 7 Entry into force and announcement | 8 |
| 2 | POINTS OF CONTACT IN CASE OF SEXUAL HARASSMENT | 11 |
| | 2.1 Points of contact at JGU in connection with the guidelines | 11 |
| | 2.2 Other points of contact on the campus | 12 |
| | 2.3 Points of contact in Mainz and Gernersheim/sorrounding areas | 12 |
| | 2.4 Other points of contact | 13 |
| | 2.5 Further information | 14 |
| 3 | OPTIONS FOR PROCEEDING IN CASE OF SEXUAL HARASSMENT/SEXUALIZED DISCRIMINATION/SEXUALIZED VIOLENCE ASSUMING THE PERSON(S) CAUSING THE HARASSMENT HAVE BEEN IDENTIFIED | 16 |

1

GUIDELINES FOR PROTECTION AGAINST SEXUAL HARASSMENT AND SEXUALIZED VIOLENCE at Johannes Gutenberg-University Mainz

JGU does not tolerate sexual harassment, sexualized violence or discrimination. Beyond the provisions of § 3 IV General Equal Treatment Act (GETA), which apply to all employees, JGU considers itself responsible for protecting all its members from such acts and behavior. Against this backdrop, the Senate adopted the following guidelines in its meeting of April 29, 2022, which replaces the Senate Guidelines on Protection from Sexual Harassment dated February 1, 2013.

§ 1 SCOPE

This guideline applies to all members of the university. Members of the university include public employees working full-time at the university, enrolled students, doctoral candidates, and all other members of the university.

§ 2 TERMINOLOGY

The acts and behaviors covered by this policy occur in the following forms in particular:

1. Sexualized discrimination: degradation or discrimination based on gender, sexual orientation or gender identity.
2. Sexual violence: physical or psychological coercion to perform or tolerate sexual acts, including rape.
3. Sexual harassment: non-verbal, verbal or physical assault with sexual connotations below the threshold of sexual violence.

§ 3 PRINCIPLES

1. JGU promotes equal cooperation between persons of all genders at all functional levels in administration, technology, service, studies, teaching and research. It places importance on respectful cooperation between employees and students and on a good working atmosphere.
2. Within its area of authority, it assumes responsibility for ensuring that the freedom of sexual identity and orientation and the right of all people to sexual integrity is respected and upheld at all times.
3. Sexual harassment, sexualized violence and sexualized discrimination represent massive impairments of personal rights. They violate service and employment contract rights as well as membership rights. As such, even if they remain below the threshold of conduct relevant to criminal law, they are considered a significant disturbance of a peaceful atmosphere at the university.

4. Sexual harassment, sexualized violence and sexualized discrimination create a climate of intimidation and degradation. They can have far-reaching physical, psychological and economic effects on victims, and significantly diminish health, quality of life, and performance as well as the ability to make professional opportunities reality. The university is committed to protecting its members from such harm.
 5. All members of the university, in particular those with training, qualification or management responsibilities in teaching and research, administration and self-administration, are responsible for preventing all forms of sexual harassment, sexualized violence and sexualized discrimination in their area of responsibility and for treating such incidents as violations of the law within the meaning of subsection 3.
 6. JGU is aware of the fact that, especially during studies, in the qualification phase and in temporary employment, there are relationships of dependency that create a particular vulnerability to the abuse of power and make it difficult to fend off invasive or abusive behavior. It takes on the responsibility of minimizing the risk of abuse of power in hierarchical structures. The exploitation of dependency relationships is not tolerated.
- the deans of the faculties and the rectors of the arts schools
 - the heads of institutes, seminars and other decentralized organizational units of the university
 - superiors
 - supervisors
 - the central and decentralized gender equality commissioners
 - the staff council
2. If an office responsible under § 4 becomes aware of a suspicion of sexualized discrimination, sexualized violence or sexual harassment, it is obliged to investigate. The following measures and procedures are generally recommended (the flow chart at the end of § 5 also provides an overview of the recommended procedural steps):
 - Reported facts must be documented in a suitable form that preserves confidentiality and protects private data.
 - The consent of the person concerned is required for all action relating to the individual case by responsible offices and persons at the university. This also includes the disclosure of case-related information to other offices and persons.
 - The person concerned must be offered an initial consultation, whereby the staff the Gender and Diversity Office (GuD) can be consulted with the consent of the person concerned.
 - In the case of incidents that may be relevant under criminal law, it must be pointed out that the person concerned can also help to prevent

§ 4 MEASURES TAKEN BY THE UNIVERSITY

1. The university offices responsible for putting in place measures in the sense of these guidelines are:
 - the Executive University Board

- repeat offenses and thus avoid future victims by pressing criminal charges.
- In the case of incidents that are not relevant to criminal law and which can be expected to be dealt with within the university, discussions are generally to be held (individually) with the accused persons – with the consent of the person concerned.
 - The utmost discretion must always be exercised with regard to both affected and accused persons.
 - If it turns out that a person is falsely accused, appropriate measures shall be taken on the part of the university to prevent the spread of the accusation and to avoid any negative impact for the falsely accused person.
3. The university shall take steps that are appropriate for the individual case. These steps shall be the responsibility of the offices responsible under § 4 Section 1. Due to the complexity of such matters, the many different offices to which affected persons can potentially turn, and the university's duty of care in preventing and stopping sexualized discrimination, sexual harassment and sexualized violence, it must be ensured and documented, if necessary, that no duties are neglected on the part of the university. Furthermore, incidents of the kind covered in this guideline must always be reported to the management of the Gender and Diversity Office (GuD) (because of the need for confidentiality, only directly by telephone or to their personal email address). If the person concerned does not give their consent to forwarding specific case information or if the report is made anonymously, the head of the Gender and Diversity Office should only be informed generally about the case. The staff unit can support the initial approach in an advisory capacity.
4. In terms of the accused individual(s), measures in the case of employees may involve consequences under labor law or employment law (depending on the severity of the case, up to and including a warning, relocation, transfer, termination or dismissal). The rights of the staff council under the State Staff Representation Act remain unaffected. For students, the following measures may be appropriate in individual cases:
- Exclusion from a course
 - Exclusion from the use of university institutions
 - Withdrawal of the authorization to use the EDP system
 - A ban from the premises
 - Removal from the register of students under the conditions of § 69 Section 3 of the University Act.
5. Irrespective of the aforementioned measures, if an incident of sexual harassment becomes known, the extent to which provisional measures are to be taken to protect the person concerned shall be examined on a case-by-case basis. When the person concerned lodges the complaint, the supervisor shall take appropriate measures to prevent the continuation or repetition of any harassment found to have occurred. The Gender Equality Representative shall be informed if requested by the affected person. The university shall make every effort in its means to provide psychological and legal advice to the affected persons.

§ 5 OPTIONS FOR EFFECTED INDIVIDUALS

1. Sexualized discrimination and sexual harassment or violence in the university context must not be accepted by anyone. All affected individuals, regardless of their position in the university, have the right to take action against it. The university explicitly supports this right, for example by publishing informational flyer's and visibly displaying information about contact points where those affected can go for help.
2. The Gender Equality Commissioners or officers of the Gender and Diversity Office (GuD) can be called in at any time in an advisory capacity.
3. The person concerned has a right to anonymity that shall be preserved in the context of any consultation. In this case, the person concerned can also be represented by a confidant of their choice.
4. It is guaranteed by the university that anyone, or their ombudsperson, who brings relevant cases to the attention of the university will not have to fear any personal or professional consequences. All steps taken by the university shall be taken with the consent of the person(s) concerned.
5. The following outline of the procedure clearly shows the options for affected individuals to deal with situations like these:

The process options can be found under point 3 on page 16/17.

§ 6 PREVENTION

The university is committed to protecting its members from sexualized discrimination, sexual harassment and violence in the workplace and at the university and to taking preventive measures to do so. These include in particular:

- raising awareness of and providing information about the problems of sexualized discrimination and sexual harassment and violence at the place of work and as a student
- appropriate training sessions, training for superiors on how to deal with those affected and on the options for lodging complaints and requesting sanctions (information on the legal situation, the procedure, etc.)
- getting rid of recognized danger spots in university premises (due to poor lighting, etc.)
- avoiding hierarchical structures that encourage one-sided dependencies externally

§ 7 ENTRY INTO FORCE AND ANNOUNCEMENT

1. This guideline comes into force on the day following the passing of the resolution by the Johannes Gutenberg University Senate. At that moment, the guideline from February 1, 2013, shall expire.
2. The guideline will be published at the university and handed out to new university members when they are hired, take office and at the beginning of studies.

2

POINTS OF CONTACT IN CASE OF SEXUAL HARASSMENT

2.1 POINTS OF CONTACT AT JGU IN CONNECTION WITH THE GUIDELINES

CAMPUS MAINZ

AGG COMPLAINTS OFFICE

Chancellor

Dr. Waltraud Kreuz-Gers

Phone: 06131 39-22202

E-Mail: kanzlerin@uni-mainz.de

<https://organisation.uni-mainz.de/die-kanzlerin/kanzlerbuero/beschwerdestelle-allgemeines-gleichbehandlungsgesetz/>

DEPUTY CHANCELLOR

Anette Seliger

Phone: 06131 39-22190

E-Mail: annette.seliger@uni-mainz.de

<https://organisation.uni-mainz.de/die-kanzlerin/stellvertretende-kanzlerin/>

STUDENT COUNCIL-SOCIAL SERVICES DEPARTMENT

Phone: 06131-39 24822

E-Mail: soziales@asta.uni-mainz.de

<https://asta.uni-mainz.de/service/soziales/>

ASTA-AUTONOMES ALLEFLINTA*-REFERAT

FLINTA: Women, Lesbians, inter*, non-binary and trans* people

Phone: 06131-39 24406

E-Mail: frauen@asta.uni-mainz.de

<https://asta.uni-mainz.de/vs/asta/allefrauen/>

SENATE EQUALITY COMMISSIONER AND HER ASSISTANTS

Univ.-Prof. Dr. Sylvia Thiele

Phone: 06131 39-24830

E-Mail: gleichstellungsbeauftragte@uni-mainz.de

<https://gleichstellung.uni-mainz.de/gleichstellungsbeauftragte-des-senats/>

FACULTY EQUALITY COMMISSIONERS

Die aktuelle Liste entnehmen Sie bitte der Homepage

<https://gleichstellung.uni-mainz.de/gleichstellungsbeauftragte-der-fachbereiche/>

STAFF COUNCIL

Phone: 06131-39 25551

E-Mail: personalrat@uni-mainz.de

<https://www.personalrat.uni-mainz.de/>

EQUALITY AND DIVERSITY STAFF UNIT

Head: Dr. Maria Lau

Phone: 06131-39 20269

E-Mail: gleichstellungsbuero@uni-mainz.de

<https://www.gleichstellung.uni-mainz.de/>

CAMPUS GERMERSHEIM

DEAN OF FACULTY 06

Phone: 07274-50835 105, 07274-50835 107

E-Mail: dekan06@uni-mainz.de

<https://fb06.uni-mainz.de/service-und-einrichtungen/dekanat/>

EQUALITY COMMISSIONERS OF FACULTY 06

Dr. Annett Jubara
Phone: 07274 508-35 772
E-Mail: jubara@uni-mainz.de
<https://fb06.uni-mainz.de/gleichstellungsbeauftragte-des-ftsks/>

2.2 OTHER POINTS OF CONTACT ON THE CAMPUS

LEGAL AFFAIRS

Phone: 06131-39 22487/22109
E-Mail: recht@uni-mainz.de
<https://recht.verwaltung.uni-mainz.de/>

COUNSELING SERVICES CENTER

Phone: 06131-39 22312
E-Mail: pbs@uni-mainz.de
<http://www.pbs.uni-mainz.de>

COUNSELING CENTER OF THE STUDENT UNION

Phone: 06131-39 24732
E-Mail: schreiber@studierendenwerk-mainz.de
<https://www.studierendenwerk-mainz.de/sozialesberatung/psychosoziale-beratung/>

MAIN ENTRANCE

Phone: 06131-39 22325
von internen Telefonapparaten Phone: 92
E-Mail: pforte@uni-mainz.de
<https://www.verwaltung.zentrale-dienste.uni-mainz.de/108-2/schluesselverwaltung/>

2.3 POINTS OF CONTACT IN MAINZ AND GERMERSHEIM/SURROUNDING AREAS

MAINZ

ASSOCIATION OF EMERGENCY AND COUNSELING SERVICES FOR RAPED WOMEN AND GIRLS

Kaiserstraße 59-61
55116 Mainz
Phone: 06131-221213, Fax: 06131-229222
E-Mail: info@frauennotruf-mainz.de
<http://www.frauennotruf-mainz.de>

FORENSIC OUTPATIENT CLINIC OF THE INSTITUTE FOR FORENSIC MEDICINE AT THE MAINZ UNIVERSITY MEDICAL CENTER

Institut für Rechtsmedizin
Am Pulverturm 3
55131 Mainz
Phone: 06131-17-9499
E-Mail: IRM-Ambulanz@uni-mainz.de
<http://www.rechtsmedizin.uni-mainz.de/rechtsmedizin/arbeitsbereiche/forensische-medizin.html>

CRIMINAL INVESTIGATION DEPARTMENT, K2 / VIOLENCE AGAINST WOMEN AND CHILDREN

Valenciaplatz 2
55118 Mainz
Phone: 06131-653640
E-Mail: ppmainz.presse@polizei.rlp.de
<https://www.polizei.rlp.de/de/startseite/>

MAINZ WOMEN'S SHELTER WITH COUNSELING CENTER AND EMERGENCY SERVICES

Römerwall 67
55131 Mainz
Phone: 06131-279292
E-Mail: kontakt@frauenhaus-mainz.de
<http://mainzer-frauenhaus.de/>

KOBRA - COORDINATION AND COUNSELING CENTER FOR DISABLED WOMEN IN RLP, MAINZ

Rheinallee 79-81
55118 Mainz
Phone: 06131-14674-585
E-Mail: kobra@zsl-mainz.de
<https://zsl-mz.de/beratung/frauen-kobra-1>

MEDINETZ MAINZ E.V.

im Caritas-Zentrum Delbrêl/Mainz-Neustadt
Aspeltstraße 10
55118 Mainz
Phone: 0176-62033302
E-Mail: mainz@ippnw.de
www.medinetzmainz.de

INTERVENTION CENTER MAINZ (SKF) - INTERVENTION AND COUNSELING IN CASES OF VIOLENCE IN CLOSE SOCIAL RELATIONSHIPS AND STALKING

Römerwall 67
55131 Mainz
Phone: 06131 - 617 65 70
E-Mail: info@ist-mainz.de
[https://www.skf-mainz.de/con-
tao/index.php/Home.html](https://www.skf-mainz.de/con-
tao/index.php/Home.html)

GERMERSHEIM/SURROUNDING AREAS

POLICE STATION GERMERSHEIM

Friedrich-Ebert-Straße 5
76726 Gernersheim
Tel: 07274-958 0
E-Mail: pigermersheim@polizei.rlp.de
<https://www.polizei.rlp.de/de/die-polizei/dienststellen/polizeipraesidium-rheinpfalz/polizeidirektion-landau/polizeiinspektion-germersheim/>

WILDWASSER & WOMEN'S EMERGENCY SERVICES - SPECIALIZED COUNSELING CENTER FOR SEXUAL VIOLENCE AGAINST GIRLS AND WOMEN

Kaiserstraße 235
76133 Karlsruhe
Phone: 0721-859173
E-Mail: info@wildwasser-karlsruhe.de
<http://www.wildwasser-karlsruhe.de>

SPEYER WOMEN'S AND GIRL'S EMERGENCY SERVICES - LABYRINTH ASSOCIATION COUNSELING CENTER AND AGENCY IN CASE OF SEXUALIZED VIOLENCE

Labyrinth e.V.
Kleine Pfaffengasse 28
67346 Speyer
Phone: 06232-28833
E-Mail: frauennotruf-speyer@t-online.de
<https://www.frauennotruf-speyer.de/>

2.4 OTHER POINTS OF CONTACT

THE HELP LINE VIOLENCE AGAINST WOMEN

Kostenlose Rufnummer
08000 116 016
<https://www.hilfetelefon.de/>

2.5 FURTHER INFORMATION (in German)

ANTIDISKRIMINIERUNGSSTELLE DES BUNDES (ADB):

Allgemeines Gleichbehandlungsgesetz

https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/AGG/agg_gleichbehandlungsgesetz.html

ANTIDISKRIMINIERUNGSSTELLE DES BUNDES (ADB):

Was tun bei sexueller Belästigung am Arbeitsplatz?

https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/Leitfaeden/leitfaden_was_tun_bei_sexueller_belaestigung.html

BUNDESKONFERENZ DER FRAUEN- UND GLEICHSTELLUNGSBEAUF- TRAGTEN AN HOCHSCHULEN E.V.:

Sexualisierte Diskriminierung und Gewalt an Hochschulen“ der gleichnamigen Kommission der Bundeskonferenz der Frauen- und Gleichstellungsbeauftragten an Hochschulen

<https://bukof.de/online-handreichung-sdg/>

HOCHSCHULREKTORENKONFERENZ:

Gegen sexualisierte Diskriminierung und sexuelle Belästigung an Hochschulen

<https://www.hrk.de/positionen/beschluss/detail/gegen-sexualisierte-diskriminierung-und-sexuelle-belaestigung-an-hochschulen/>

MINISTERIUM FÜR FAMILIE, FRAUEN, KULTUR UND INTEGRATION RLP:

RIGG- Rheinland-pfälzisches Interventionsprojekt gegen Gewalt in engen sozialen Beziehungen mit Informationen zu weiteren Hilfsangeboten in RLP

<https://mffjiv.rlp.de/de/themen/frauen/gewalt-gegen-frauen-und-maedchen/>

FRAUENBÜRO DER LANDESHAUPTSTADT MAINZ:

Erste Hilfe bei Gewalt an Frauen

<https://www.mainz.de/verwaltung-und-politik/beiraete-beauftragte/uebersicht-fachstellen.php>

LANDESARBEITSGEMEINSCHAFT (LAG) AU- TONOMER FRAUENNOTRUF RLP:

Sexuelle Belästigung am Arbeitsplatz macht krank

<https://www.frauennotruf-mainz.de/files/downloads/sexuelle-belaestigung-arbeitsplatz.pdf>

LANDESARBEITSGEMEINSCHAFT (LAG) AU- TONOMER FRAUENNOTRUF RLP:

„Das Schweigen überwinden“ – Selbsthilfe nach sexualisierter Gewalt

<https://www.frauennotruf-mainz.de/files/downloads/lag-notrufe-rlp-selbsthilfe.pdf>

LANDESARBEITSGEMEINSCHAFT (LAG) AU- TONOMER FRAUENNOTRUF RLP:

Informationen zu K.o.-Tropfen

<https://www.frauennotruf-mainz.de/files/downloads/lag-ko-tropfen.pdf>

3

OPTIONS FOR PROCEEDING

in case of sexual harassment/sexualized discrimination/sexualized violence assuming the person

Points of contact

- Equality and Diversity Staff Unit (GuD)
- Faculty Equality Commissioner

Confidential initial advice

Experiencing
harassment
What to do

Confidential discussion

- Clarification of the facts
- Indicate possibilities for support and action
- Referral to internal/external advice services or points of contact
- Provide information on complaint procedures
- Option to accompany further discussions
- Option to pass on information anonymously to responsible supervisor
- Provide info. on options to proceed further without initiating a complaints procedure

If desired, initiate a complaint

Confirmation of
final discussion
with individual(s)

Person(s) causing the harassment have been identified

Presence of
harassment
now?

Direct complaint

Points of contact

- Official Complaints Office (Chancellor's Office)
- Supervisor
- Senate Equality Commissioner

Further potential procedural steps

If required advice/support by GuD.

- Consideration of further procedural steps (important: anonymity will not be maintained if a complaints procedure is initiated)
- Agree on whether to include other necessary persons and documentation (see Anti-Discrimination Agency (ADB) guide link)
- Information on legal status
- Identify the next courses of action and possible consequences
- Ensure the protection of the affected individual(s)
- Investigation of the facts by the supervisor, e.g. interviewing the accused individual or witnesses,
- if necessary, involving cent. serv. security, human resources, President's Office, faculty management
- Documentation (see ADB guide), examination of circumstantial evidence
- Initiation of appropriate measures in accordance with the directive
- It is important that the affected person(s) is/are informed in advance!

of result and
notification with the
individual(s) concerned!

Notification of procedures
and results to the individual(s)
involved and GuD
(Quality assurance)

IMPRESSUM

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