




Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work

Lleida, Mayo 2024




HR EXCELLENCE IN RESEARCH



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1. INTRODUCTION

Everyone has the right to be treated with respect and dignity, to health at work, to be treated equally and not to suffer any discrimination in the workplace. IRBLeida assumes his commitment to eradicate harassment situations in the work and professional environment.

This protocol, which includes the actions to prevent, detect, investigate and resolve situations of psychological harassment at work and other discrimination that may occur, also represents a commitment to completely eradicate these behaviors and to guarantee the health of people who suffer from these situations.


The protocol also determines the actions and responsibilities of the bodies that must intervene in the resolution of these situations and ensures the plurality of interventions to guarantee adequate technical treatment in the assessment of each of the actions, respecting the most appropriate methodology in each case, in accordance with the general principles of this protocol.

2. GENERAL PRINCIPLES

The general principles that should inspire preventive action by organizations are set out in article 15 of Law 31/1995, of November 8, on the prevention of occupational risks. Likewise, article 1 of Royal Decree 39/1997, of January 17, which approves the Regulations for prevention services, establishes that the prevention of occupational risks, as an action to be developed within the company, must be integrated into all of its activities and decisions, both in the technical processes, in the organization of work and in the conditions under which this work is carried out, as well as in the hierarchical line of the company, including all levels.

In the cases of harassment covered by this protocol, given the characteristics of the personal situations to be dealt with and the agents involved, the following principles will be taken into account:

- Principle of equity.
- Principle of respect for personal dignity.
- Principle of non-discrimination on the basis of race, sex, sexual orientation or identity and gender expression, religion, language, opinion, place of birth, neighborhood, age or any other personal or social condition or circumstance.
- Confidentiality principle.
- Principle of voluntariness.
- Principles of effectiveness, coordination and participation.
- Principle of celerity.
- Principle of institutional loyalty and opportunity.

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- Principle of indemnity of the person who activates the protocol, such that this fact cannot cause any harm to him/her, unless, once the technical investigation process has been completed, it is determined that he/she has intentionally provided false data or witnesses.

3. Psychological harassment behaviors at work

It is the exposure to psychologically violent behaviour directed, repeatedly and over a long period of time, at one or more specific people by other people who act from a position of power (not necessarily hierarchical), in the professional or work environment, with the purpose or effect of creating an intimidating environment that disrupts the working life of the person under siege. This violence, framed in an employment relationship, implies both an attack on the dignity of the person and a risk to their health.

It also involves inflicting degrading treatment on another person that seriously undermines their psychological integrity. On the other hand, it involves repeatedly carrying out hostile or humiliating acts that, without constituting degrading treatment, constitute serious harassment against the victim in the workplace.


Psychological harassment will be considered to exist if there is psychological violence that constitutes an attack on the dignity or physical, psychological or moral integrity of the person who suffers it.

Personal or work-related conflicts that do not constitute psychological harassment will also have to be treated preventively. In this regard, the corresponding actions will have to be carried out, in accordance with the provisions of the section on preventive actions in this protocol.

Harassment has different forms, depending on the direction of the interactions between the harasser and the person who is being harassed and the organisational levels affected:

- **Vertical downward harassment:** pressure exerted by one or more people with hierarchical superiority over one or more other people.
- **Upward vertical harassment:** pressure exerted by one person or group of people on another with hierarchical superiority.
- **Horizontal harassment:** pressure exerted by a person or group of people on one or more people without a hierarchical relationship.

4. GOALS

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The general objective of this protocol is to define the framework for action in relation to cases of psychological harassment at work and other forms of discrimination with the explicit aim of eradicating this type of conduct.

The specific objectives are:

- Ensure the health, safety, integrity, confidentiality and dignity of those affected.
- Ensure the implementation of protection measures for victims, including necessary precautionary measures.
- Obtain the necessary information to prepare a diagnosis on this topic in the organization.
- Provide diversified resources for the early resolution of each type of harassment.
- Create agile intervention circuits.
- Define the roles and responsibilities of the different agents.
- Develop awareness-raising strategies.

The application of this protocol will in no case prevent the persons involved or the IRBLeida from taking any legal action that may be appropriate .

5. SCOPE OF APPLICATION

contracted personnel of IRBLeida , regardless of the function they perform in the organization or their hierarchical level.


In accordance with the obligations of coordination of business activities, the following aspects will be taken into account:

- When a suspected case of harassment occurs between employees and personnel of a contracted external company, the company coordination mechanisms will be applied. Therefore, there will be reciprocal communication of the case, so that each of the parties can apply the respective protocol or procedure and carry out the corrective measures it considers appropriate.

External companies hired by IRBLeida must be informed of the existence of this protocol.

In the case of actions affecting personnel included in the scope of this protocol and personnel assigned to IRBLeida not included in the scope of this protocol, coordination actions will be carried out between the persons responsible for this protocol and the persons responsible for the application of the instrument relating to this other type of personnel.

6. CONFIDENTIALITY

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The information generated and provided in the actions in application of this protocol will be confidential and may only be accessed by those directly involved in the processing. Data relating to the monitoring of workers' health and personal medical information are subject to the special regime of article 22 of Law 31/1995, of November 8, on the prevention of occupational risks, and that of Organic Law 3/2018, of December 5, on the protection of personal data and the guarantee of digital rights.

In the event that the person in charge of a disciplinary procedure requests the file derived from the actions of this protocol in order to incorporate it, he or she may only have access to the report resulting from the technical investigation actions, unless the consent of the affected persons to incorporate other documentation in the terms established in the personal data protection regulations is recorded in writing.


7. SKILLS AND RESPONSIBILITIES

The actions taken in the application of this protocol will take into account the reasons for abstention and recusal in the procedures set out in articles 23 and 24 of Law 40/2015, of October 1, on the legal regime of the public sector.

The powers of the bodies and agents involved in the protocol are detailed below.

7.1 HUMAN RESOURCES DEPARTMENT

- Guarantee the intervention procedure provided for in this protocol and ensure that it is applied.
- Receive requests for intervention.
- Communicate the report resulting from the actions to the management of IRB/leida .
- Inform the Health and Safety Committee of the application of this protocol.
- Prepare statistical information to be submitted to the Health and Safety Committee, where appropriate.
- Monitor the implementation of the protocol, precautionary measures and proposed corrective measures.
- Provide advice on the technical aspects of the application of this protocol.
- Forward to management any complaints, queries or reports of harassment that are reported to you by the Labour Inspectorate or other entities, in cases where the affected staff, for whatever reason, has used alternative means to make their discomfort known.
- Codify, record and process intervention requests.
- Conduct an initial analysis of the requests to assess whether the subject matter of the request falls within the scope of the protocol.
- Promote the updating and revision of this protocol.

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7.2 IRB/LEIDA ADDRESS


- They must ensure the continuous improvement of working conditions and that relations between staff respect their privacy, equality and dignity.
- They must ensure compliance with this protocol.
- They must resolve the corresponding actions, in accordance with their competencies.
- They must resolve and ensure the application, during intervention actions, of the precautionary measures proposed by the technical investigation body, jointly with the Occupational Risk Prevention Service, in accordance with their powers.
- They must resolve and ensure the implementation of the corrective measures proposed by the technical investigation body, jointly with the Occupational Risk Prevention Service, in accordance with their powers.
- They must impose, where appropriate, the sanctions that are determined.
- They must enforce the precautionary measures and corrective measures proposed within the framework of this protocol by the technical investigation body, in order to guarantee the protection of the persons involved and/or prevent the emergence of new cases, and monitor their effectiveness, within their area of competence.
- They must send information on reported and resolved cases to the Health and Safety Committee, through the Human Resources Department.

7.3 THE EXTERNAL PREVENTION SERVICE

- He/she must participate in the process and collaborate with the members of the technical investigation body, providing them with the documentation and reports required for the study of the case.
- They must provide technical advice and appropriate psychological and medical support to all persons affected by possible harassment throughout the proceedings and once they have ended. They will also assess the suitability of the intervention of specialized services in the field of medicine and/or psychology to avoid or minimize as much as possible the possible impact.
- It must monitor the application of precautionary measures and/or corrective measures and control their effectiveness within the scope of its competence.
- You must monitor the cases and analyze the factors that have generated these behaviors, in order to propose specific prevention strategies.

7.4 THE TECHNICAL RESEARCH BODY

- It must carry out the investigation of all cases in which intervention is requested due to signs of psychological harassment at work and other discrimination at work that have passed the analysis of correspondence with the criteria that define psychological harassment and issue a report with the conclusions of the investigation and proposals for action.
- It must guarantee the objectivity of decisions based on its composition and independence.

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- They will be part of:
 - A person from the Human Resources and Legal Department specialized in the field of people.
 - A person from the Human Resources and Legal Department with training in law.
 - A member of the management team.
 - A person from the Health and Safety Committee
 - When the circumstances of the case so advise due to its complexity, a person from the External Prevention Service may be part of it.

7.5 THE AFFECTED DEPARTMENT, SERVICE OR RESEARCH GROUP

- It is responsible for ensuring that risk factors that generate psychological harassment at work and other psychosocial risks are reduced and eliminated.
- It will ensure the application of this protocol when its activation affects the personnel of its unit.
- It will implement the precautionary measures and corrective measures that must be applied, monitoring their effectiveness within its scope.
- It will collaborate with the Prevention Service to monitor precautionary and corrective measures and control their effectiveness, within the scope of its competence.

7.6 PREVENTION DELEGATES


- They will be able to accompany and advise the people involved throughout the entire process.
- They may accompany and advise witnesses whenever they request it.
- They will receive information on all requests for intervention, actions, proposals made and technical reports prepared within the framework of this protocol, using the forms established for this purpose.

7.7 SAFETY AND HEALTH COMMITTEES

- They will receive information on all requests for intervention that are initiated, as well as on the actions, proposals made and resolutions adopted within the framework of this protocol.
- They must monitor cases and the measures taken.

8. PERFORMANCES

8.1 PREVENTIVE ACTIONS

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The IRBLeida must promote actions preventive measures within the scope of their powers. For example:

- Development of awareness-raising strategies, such as specific training.
- Disseminate information through intranets and other media: informative content that includes preventive measures and prior identification tools for all staff and managers.
- Provide training sessions for managers, special positions with personnel in charge and other personnel, to explain their rights and duties, the established sanctions and the procedure for activating the protocol.
- Establish a system (mailbox, email or telephone), as well as other official means, that are considered appropriate where questions can be asked and advice on harassment can be received.
- Report the existence of the harassment protocol in the Staff Reception Manual.

8.2 INTERVENTION ACTIONS

8.2.1 Start of the proceedings

8.2.1.1 Application


The actions are initiated from a request for intervention, in accordance with the forms prepared for this purpose (Annex 1), which is addressed to the Human Resources Department (rrhh@irbllleida.cat) of the IRBLeida .

All persons participating in the process, including witnesses, must maintain the confidentiality of the information and data they provide or of which they become aware as a result of this participation. To this end, they will be informed of the obligation to preserve the principle of confidentiality and will have to sign the confidentiality agreement approved as an annex document (Annex 2) to this protocol.

The request may come from:

- Of the affected person.
- From the Human Resources Department.
- From the department, service or research group affected.
- From the health and safety committee.
- From the prevention delegates.
- From the representatives of the workers.

If the application contains circumstances specific to another protocol related to the protection of workers, the applicant will be referred to the appropriate authority. This fact does not necessarily imply that this protocol will no longer apply.

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To ensure the protection of all parties involved, when at the end of the investigation process it is determined that, intentionally, the data provided or witnesses are false, or that the protocol has been used contrary to its purpose, the management of IRBLeida will be able to impose the appropriate disciplinary sanction on the persons who have initiated or participated as witnesses in the procedure.

8.2.1.2 Consent

In the event that the request for intervention is not submitted directly by the affected person, it must include their express and informed consent (Annex 3) to initiate the actions of this protocol, either at the time of submitting the request for intervention or subsequently, at the request of the Human Resources Department.

Submission of the application implies acceptance by the affected person to collaborate in the tests and technical actions necessary to investigate the case.

If the affected person does not give consent to carry out the study of the case that affects him/her, the Health and Safety Committee will study whether it is necessary to carry out actions in the psychosocial field in the area where he/she is located and will act accordingly, establishing the corrective measures that they consider appropriate.

8.2.1.3 Information

The Human Resources Department will inform the Health and Safety Committee of requests for intervention within a maximum period of three working days from the date of receipt of the request.


During all actions, the people involved will be informed that they can be advised and accompanied by a trusted person who is part of the work environment, a representative of the workers or a risk prevention delegate . labor .

8.2.2 Technical research actions

The investigation process will be carried out taking into account the principles of speed, confidentiality, secrecy and participation of all persons involved. In any case, the investigation will be carried out with technical rigor, impartiality and respect for all persons affected.

The Human Resources Department, within a maximum period of five working days, and after carrying out an initial analysis of the content of the request for intervention and of any other information collected that is considered necessary, will assess whether the request is appropriate to the scope of application of the protocol and will promote, when necessary, technical investigation actions, in accordance with the provisions of this protocol.

8.2.2.1 Assumptions of non-action

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If the application does not fit within the scope of this protocol or the applicant rejects it, the application will be referred to other types of actions or procedures by means of an appropriate reasoned report. This reasoned report must be communicated to the applicant for the corresponding purposes. Likewise, it will be communicated to the representatives of the workers and to the head of the department, service or research group affected, so as to guarantee the confidentiality of the information, in order to carry out or update the psychosocial risk assessment in the unit where the affected person is located, as well as to apply other psychosocial interventions and measures that the Prevention Service may consider appropriate.

8.2.2.2 Constitution and activity of the technical investigation body

In the event that investigation proceedings are initiated, a technical investigation body will be established, with the composition specified in point 7.4 of this protocol. This body will carry out the intervention using the technical instruments agreed upon for this purpose and which must include interviews with the affected persons, that is, the persons identified in the request for intervention, and, where appropriate, the testimonies and other persons who may have relevant information on the case. In the event of not accepting a witness proposed by one of the parties, the technical body must resolve the matter with reasons within a period of ten working days.

In the event that persons are summoned for interview, the technical investigation body will arrange two appointments with the applicants, affected persons or witnesses. In the event of unjustified failure to appear at both appointments, this body may continue its activity to avoid the harm caused by an excessive delay in the proceedings.


At the beginning of each interview, the technical investigation body will inform the persons involved and the witnesses that the report resulting from the examination carried out within the framework of this protocol is classified as confidential information and will be incorporated into the disciplinary file that may be initiated to determine the existence of disciplinary responsibility for the facts investigated.

8.2.2.3 Activity of the technical investigation body

The actions of the technical investigation body will continue if the person to whom harassment-like conduct is attributed has been duly summoned to the interview and has not appeared without justified cause.

At any time, prior to the technical investigation body's report, the persons identified in the request may provide new evidence that would not have been available to them at the time of the request for intervention. If new evidence is provided, the accused person will be informed so that he or she may make any allegations he or she deems appropriate.

If deemed necessary, in order to guarantee the protection of the persons involved in the case, and after having interviewed them, the technical investigation body will propose, at any stage of the

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procedure and with due justification, the precautionary measures it considers necessary to avoid harm and damage to health.

In the event that the course of the technical proceedings reveals evidence of a disciplinary offence, management must be notified immediately. In any case, during the course of the investigation proceedings, if the technical investigation body considers that the facts may constitute harassment, it must propose the adoption of precautionary measures to eliminate situations of psychological harassment or other discrimination.

8.2.3 Completion of research activities

Based on the investigation carried out and once the proceedings have been completed, the technical investigation body will issue, within 10 working days, a technical report in accordance with one of the following meanings:


- a. There are no signs of psychological harassment or any other discrimination and, when deemed necessary, the person responsible for the department, service or corresponding research group is asked to decide on the establishment of actions in the psychosocial and organisational field, in order to implement preventive measures to reduce or eliminate the factors that may lead to the appearance of situations of psychological harassment or other discrimination.
- b. It notes signs of psychological harassment at work or other discrimination and proposes the establishment of corrective and precautionary measures.

The technical investigation body will send the technical report to the management so that it can decide whether to carry out the proposed actions. In addition, a copy of said reports will be sent to the affected parties.

In cases where the technical investigation body finds evidence of psychological harassment at work or other discrimination at work, the report must specify the person or persons presumed responsible, the conduct or events likely to motivate the initiation of disciplinary proceedings and other circumstances considered relevant.

If the initiation of disciplinary proceedings for harassment is not resolved, a resolution must be issued stating the reasons justifying this decision. This resolution must be issued by management within a maximum of 15 working days from notification of the report by the technical investigation body and must be notified to the affected persons.

Likewise, in the event that corrective measures other than those indicated by the technical investigation body are adopted, a reasoned resolution must also be issued, within a maximum of 15 working days from the notification of the report of the technical investigation body, justifying the reasons for not adopting the measures stated in the report of the technical body and the adoption of other more appropriate measures.

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8.2.3.1 Performance of the IRBLeida management

If the Court determines that the situation is an interpersonal labour dispute or other situation, the Court will apply, where appropriate, the corrective measures recommended in the report. The affected persons will be informed in writing of the resolution of their request (see Annex 4).

If you consider that there are indications of a suspected case of harassment, the management of IRBLeida may initiate disciplinary proceedings and/or a sanction in accordance with the defined sanctions regime .

a. Initiation of disciplinary proceedings

If, as a result of the actions taken in the confidential information file, there are indications of a disciplinary breach or if the evidence presented is directly conclusive and susceptible, a disciplinary file will be opened within a maximum period of 15 working days from the management's decision, where the classification of the breach allegedly committed by the harassing person will be recorded and an instructor (who must be a person from the legal department) of said file will be appointed and, if due to the seriousness of the facts it is necessary, the pertinent precautionary measures will be adopted.

If these measures involve a change of position, it must be ensured that the alleged harasser is changed, unless the victim decides that the change is her responsibility. To ensure protection against possible reprisals, it is also necessary to ensure confidentiality throughout the process and to facilitate the change to be made quickly.

In no case will precautionary measures cause harm or damage to the victim's working conditions or salary.


The instructor, at any time during the disciplinary proceedings, if he or she observes the possibility of the existence of criminal liability, shall bring the facts to the attention of the Public Prosecutor's Office.

Once the instructor has carried out all the actions, in accordance with the mandatory legal procedure, he or she will issue a proposed resolution, which he or she will inform the technical investigation body of and forward to management for it to issue the corresponding resolution.

If the result of the file is dismissal, but with an express declaration regarding the good faith of the complaint, the person who filed the complaint may request a change of job, and for these purposes the Human Resources Department will study the feasibility of carrying it out.

The members of the technical investigation body will oversee the imposition and effective enforcement of sanctions arising from the alleged cases of workplace harassment.

b. Imposition of sanctions


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If we are faced with proven harassment, the company may sanction the worker for committing very serious infractions, which may entail suspension of employment and salary or may even apply disciplinary dismissal in accordance with the provisions of article 54.2 g) of the Workers' Statute in relation to 54.2.c) and d) of the same legal text.

You may also opt for other measures such as transfer, change of schedule, workday, etc., for both the victim and the aggressor. All of this, taking into account that the changes in the victim will have to be agreed upon by mutual consent.

8.2.4 Archive of the proceedings

If, during the course of the proceedings, a reason arises for which the matter falls outside the scope of the protocol and the technical investigation procedures cannot be continued, the final report may be replaced by a declaration of archiving of the intervention procedures in which the reason is specified.

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Annex 1. Request for intervention due to workplace harassment

Check-in date: Feu clic o toqueu aquí per escriure una data.

Code: Feu clic o toqueu aquí per escriure text.

Applicant person

- Affected person
 Human Resources
 Department, service or research group affected
 Prevention delegate
 Health and Safety Committee
 Representatives of workers

Data of the affected person

Name and surname: Feu clic o toqueu aquí per escriure text.

NIF: Feu clic o toqueu aquí per escriure text.

Phone: Feu clic o toqueu aquí per escriure text.

Email: Feu clic o toqueu aquí per escriure text.

Description of harassment


Click or tap here to enter text.

I request the activation of the Protocol for the prevention, detection, action and resolution of situations of psychological harassment at work and other discrimination at the Biomedical Research Institute of Lleida, Dr. Pifarré Foundation .

Date: Feu clic o toqueu aquí per escriure una data.

Signature

Name and surname of the applicant

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Privacy Policy Information

Pursuant to the provisions of Regulation (EU) 2016/679 of the Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR) and LSSICE 34/2002, you are hereby informed that your data will become part of the automated data processing system owned by the Biomedical Research Institute of Lleida, Dr. Pifarré Foundation .

The purpose of processing your data is the administrative management and execution and development of the request for intervention due to workplace harassment. The data requested are appropriate, pertinent and strictly necessary for the purpose for which they are collected and will never be used for a purpose other than that for which they have been transferred unless we have your express written consent. Your data will be kept for the time necessary to carry out the requested services and may be transferred to any company in the group, but never to third parties unless we have your express written consent.

The interested party may exercise their rights of access, rectification, limitation of processing, deletion, portability and opposition and/or cancellation, under the terms established by the GDPR and current regulations, by contacting: protecciodedades@irblleida.cat, indicating the right they wish to exercise and a copy of their ID.


Acceptance of privacy policy

Yes, I accept.

Date: Feu clic o toqueu aquí per escriure una data.

Signature

Name and surname of the applicant

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Annex 2. Confidentiality agreement model for persons involved in workplace harassment proceedings

Mr./Mrs. Feu clic o toqueu aquí per escriure text., having been appointed by the Biomedical Research Institute of Lleida, Fundació Dr. Pifarré (IRBLleida) to intervene in the procedure for receiving, processing, investigating and resolving complaints of workplace harassment, undertakes to respect the confidentiality, privacy, intimacy and impartiality of the parties throughout the different phases of the process.

Therefore, and more specifically, I express my commitment to comply with the following obligations:


- Guarantee the dignity of individuals and their right to privacy throughout the entire procedure, as well as equal treatment between men and women.
- Ensure confidential treatment and absolute discretion regarding information on situations that could constitute workplace harassment.
- Guarantee the strictest confidentiality and secrecy regarding the content of the applications submitted, resolved or under investigation of which it is aware, as well as ensure compliance with the prohibition of disclosing or transmitting any type of information by the rest of the persons involved in the procedure.

I also declare that I have been informed by IRBLleida of the disciplinary liability that may be incurred for failure to comply with the obligations set out above.

In Lleida, Feu clic o toqueu aquí per escriure text.

Signature

Name and surname of the applicant

	Document number	Code	FP	Date	Rev.	P .
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	17/24
	Approved by: Address : 06/19/2024			Company Committee: 4/07/2024		

Privacy Policy Information

Pursuant to the provisions of Regulation (EU) 2016/679 of the Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR) and LSSICE 34/2002, you are hereby informed that your data will become part of the automated data processing system owned by the Biomedical Research Institute of Lleida, Dr. Pifarré Foundation .

The purpose of processing your data is the administrative management and execution and development of the request for intervention due to workplace harassment. The data requested are appropriate, pertinent and strictly necessary for the purpose for which they are collected and will never be used for a purpose other than that for which they have been transferred unless we have your express written consent. Your data will be kept for the time necessary to carry out the requested services and may be transferred to any company in the group, but never to third parties unless we have your express written consent.

The interested party may exercise their rights of access, rectification, limitation of processing, deletion, portability and opposition and/or cancellation, under the terms established by the GDPR and current regulations, by contacting: protecciodedades@irblleida.cat, indicating the right they wish to exercise and a copy of their ID.


Acceptance of privacy policy

Yes, I accept.

Date: Feu clic o toqueu aquí per escriure una data.

Signature

Name and surname of the applicant

	Document number	Code	FP	Date	Rev.	P .
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	18/ 24
	Approved by: Address : 06/19/2024			Company Committee: 4/07/2024		

Annex 3. Informed consent for the investigation of harassment cases.

Mr./Mrs. Feu clic o toqueu aquí per escriure text. I authorize the Human Resources Department of the Biomedical Research Institute of Lleida, Dr. Pifarré Foundation (IRBLleida) to study and analyze the psychosocial environment related to my job and my functions within this institution where I work and/or provide services, as well as to prepare the technical proposals and recommendations that may arise from this study, in application of the Protocol for the prevention, detection, action and resolution of situations of psychological harassment at work and other discrimination in the workplace of IRBLleida .


I am familiar with the content of the Protocol, in relation to the rights and duties derived from it and the effects that its application may cause.

Signing this consent does not constitute a waiver of any possible future claims, whether medical, psychological or legal.

In Lleida, Feu clic o toqueu aquí per escriure text.

Signature

Name and surname of the applicant

	Document number	Code	FP	Date	Rev.	P .
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	19/24
	Approved by: Address : 06/19/2024			Company Committee: 4/07/2024		

Privacy Policy Information

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The purpose of processing your data is the administrative management and execution and development of the request for intervention due to workplace harassment. The data requested are appropriate, pertinent and strictly necessary for the purpose for which they are collected and will never be used for a purpose other than that for which they have been transferred unless we have your express written consent. Your data will be kept for the time necessary to carry out the requested services and may be transferred to any company in the group, but never to third parties unless we have your express written consent.

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Acceptance of privacy policy

Yes, I accept.

Date: Feu clic o toqueu aquí per escriure una data.

Signature

Name and surname of the applicant

 <small>Institut de Recerca Biomèdica</small>	Document number	Code	FP	Date	Rev.	P .
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	20/24
	Approved by: Address : 06/19/2024			Company Committee: 4/07/2024		

Annex 4. Report from the Management of the Biomedical Research Institute of Lleida, Fundació Dr. Pifarré (IRBLleida) to the affected parties on the results of the study of the request for intervention due to workplace harassment

Date:Feu clic o toqueu aquí per escriure una data.

Code:Feu clic o toqueu aquí per escriure text.

Case description


Results of the study

- Signs of harassment
 There is no evidence of harassment. Please specify.
- Other types of conflict
 Other diagnoses. Please specify.

Decision of the management of IRBLleida

- Apply the corrective measures recommended by the Prevention and Priority Service

	Immediate	1 week	15 days	1 month	Others. Please specify.
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


	Document number	Code	FP	Date	Rev.	P .
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	21/24
	Approved by: Address : 06/19/2024		Company Committee: 4/07/2024			

- Promote mediation between the affected parties
- Others. Please specify.

Statement of reasons supporting the decision

Lleida, inFeu clic o toqueu aquí per escriure text.

Signature of management

 <small>Institut de Recerca Biomèdica</small>	Document number	Code	FP	Date	Rev.	P .
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	22/24
	Approved by: Address : 06/19/2024			Company Committee: 4/07/2024		

Annex 5. Report from the Technical Research Body to the Management of the Biomedical Research Institute of Lleida, Fundació Dr. Pifarré (IRBLleida) on the results of the study of the request for intervention due to workplace harassment

Date of receipt of the request for intervention: Feu clic o toqueu aquí per escriure una data.

Code: Feu clic o toqueu aquí per escriure text.

Technical staff carrying out the study: Feu clic o toqueu aquí per escriure text.

Personal data of the applicant

Name and surname: Feu clic o toqueu aquí per escriure text.

DNI/NIE: Feu clic o toqueu aquí per escriure text.


Methodology used in the study

Application of the technical procedure established in point 8.2 of the Protocol for the prevention, action and resolution of situations of psychological harassment at work and other discrimination at work.

Conclusions of the Technical Investigation Body

<input type="checkbox"/> Signs of harassment	<input type="checkbox"/> There is no evidence of harassment. Please specify.
<input type="checkbox"/> Other types of conflict	<input type="checkbox"/> Other diagnoses. Please specify.

Considerations and clarifications

	Document number	Code	FP	Date	Rev.	P.
	Protocol for the prevention, detection, action and resolution of workplace bullying and other forms of discrimination at work	DI-012	FP-005	05/04/2024	1	23/24
	Approved by: Address : 06/19/2024			Company Committee: 4/07/2024		

Proposed corrective measures and priority

Apply the corrective measures recommended by the Prevention and Priority Service

	Immediate	1 week	15 days	1 month	Others. Please specify.
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Promote mediation between the affected parties

Others. Please specify.

Lleida, inFeu clic o toqueu aquí per escriure text.

Signatures