

**Regulation No. 24/2019**  
**of the Director of the Nencki Institute of Experimental Biology**  
**of Polish Academy of Sciences**  
**21 November 2019**

on the establishment of a trustee function

**§ 1**

The function of Trustee shall be established in the Nencki Institute of Experimental Biology of the Polish Academy of Sciences, hereinafter referred to as "the Institute".

**§ 2**

The Trustee promotes high ethical standards and effective methods of resolving conflicts and disputes, helps individuals – PhD students and employees of the Institute in resolving disputes and conflicts.

**§ 3**

The Trustee shall be appointed by the Director for a period of four years. The first Trustee's term of office lasts until the end of the Director's term of office, and ends on 31 January 2022.

**§ 4**

The Trustee takes action:

- 1) after the interested PhD student or employee reports the case;
- 2) at the request of the PhD student self-government bodies;
- 3) at the request of the Director;
- 4) on its own initiative.

**§ 5**

1. The Trustee in his or her activities is guided by the principles of confidentiality, impartiality, and neutrality.

The Trustee is independent of the management structure.

**§ 6**

The task of the Trustee is:

- 1) to provide interested persons with relevant information concerning the functioning and legal regulations in force at the Institute;
- 2) indicating and/or contacting appropriate organisational units of the Institute in order to obtain relevant information or clarify the matter;
- 3) assisting parties in resolving conflict, consisting particularly of assistance in diagnosing the problem and choosing specific methods of its solution, or in independent resolution of the dispute;
- 4) recommending mediation;

- 5) promotion of alternative methods of dispute resolution at the Institute;
- 6) presenting the Director with information and recommendations, within the scope of the Trustee's duties, concerning the indication of necessary systemic changes and methods of the Institute's operation.

#### **§ 7**

The Trustee shall perform the tasks referred to in § 6 by the Trustee:

- 1) interview or consultation with interested persons;
- 2) providing relevant written information in justified cases;
- 3) taking the initiative within the scope of identifying and contacting all persons involved in the conflict, and organising individual and joint meetings between them;
- 4) explaining to the parties the essence of mediation, and other alternative dispute resolution methods;
- 5) cooperation with disciplinary committees and the Disciplinary Ombudsman;
- 6) promoting information about the Trustee's activities at the Institute through the maintenance of a website;
- 7) developing procedures for responding to events that form the basis of the Trustee's activities.

#### **§ 8**

If the matter referred to the Trustee is outside his or her competence, the Trustee shall indicate to the person concerned within the appropriate institution appointed to deal with such matters.

#### **§ 9**

The Trustee shall submit a written report of his or her activities to the Director by the 31st January each year.

#### **§ 10**

The Order shall enter into force on the day of its signature.

Director of the Institute



Prof. Agnieszka Dobrzyń, PhD., D.Sc.