

**PLAN FOR REPORTING AND DEALING WITH ACTS OF VIOLENCE,
DISCRIMINATION, HARASSMENT AND GENDER-BASED HARASSMENT**

Hereinafter referred to as the “plan”

- **In consideration of** the French General Civil Service Code, in particular Articles L134-1 *et seq.* and L135-6 therein;
- **In consideration of** the French Code of Education, and in particular, Article L712-2 paragraph 10;
- **In consideration of** the French Criminal Code;
- **In consideration of** Decree 82-453 dated 28 May 1982 amended, in particular Article 53 therein;
- **In consideration of** Decree No. 2020-256 dated 13 March 2020, relative to the plan for reporting acts of violence, discrimination, harassment and gender-based harassment in civil services;
- **In consideration of** Decree No. 2022-1535 dated 08 December 2022, relative to the Toulouse School of Economics and Quantitative Social Sciences-TSE;
- **In consideration of** the Decree dated 11 July 2023, approving amendments to the Articles of Association of a scientific cooperation foundation;
- **In consideration of** Circular No. 2015-193 dated 25 November 2015, on preventing and dealing with sexual harassment in public higher education and research institutions under the authority of the Ministry of National Education, Higher Education and Research;
- **In consideration of** the Order dated 17 March 2021, on the application, in institutions under the authority of the Minister for Higher Education, Research and Innovation, of Decree No. 2020-256 dated 13 March 2020 of the plan for reporting acts of violence, discrimination, harassment and gender-based harassment in civil services;
- **In consideration of** the National Action Plan against gender-based and sexual violence in Higher Education and Research - 2021-2025;
- **In consideration of** the Decision of the Social Administration Committee No. 2024-12 dated 12 March 2024, concerning the formation of the Institution’s Harassment Prevention Committee;
- **In consideration of** the information provided by the Social Administration Committee on 08 October 2024;

Preamble:

The Toulouse School of Economics and Quantitative Social Sciences - TSE (hereinafter referred to as the “TSE School”) and the Jean-Jacques Laffont-TSE Foundation for Scientific Cooperation (hereinafter referred to as the “JLL-TSE Foundation”), together referred to as “TSE”, are fully committed to combating all forms of violence, discrimination, harassment and gender-based harassment. The plan for reporting and dealing with acts of violence, discrimination, harassment and gender-based harassment is an essential part of TSE’s overall plan for prevention, assistance and disciplinary actions, which aims to put an end to such violence and guarantee the dignity and integrity of individuals.

Any employee or student who engages in acts of violence, discrimination, moral and sexual harassment or gender-based harassment as defined by law, regardless of any legal proceedings, is liable to disciplinary action.

The purpose of this document is to present the **plan for reporting and dealing with acts of violence, discrimination, harassment and gender-based harassment** for everyone at TSE.

The aim of this plan is to clearly identify the persons involved in collecting, processing, assisting and monitoring reports, and to define their role in order to ensure a safe process for everyone involved. It is also important to clarify the framework within which they operate, in compliance with current legislation and the institution's obligations in terms of the health and safety of employees and users.

This plan also guarantees the confidentiality of reports and **a rapid and effective response** from TSE.

The plan is organised by intervention level, with a focus on TSE's internal procedures, from the moment a report is received to the moment it is processed.

This plan will be the subject of regular and ongoing information by various means so that all employees and users are aware of it.

I/ Reporting

Reporting is the act whereby a person, whether an employee of TSE, a member of the student body or any other person involved in the institution's activities (visitors, etc.), reports acts of violence, discrimination, moral and sexual harassment and gender-based harassment that he/she has experienced or witnessed, about which he/she provides, if available, information or documents, in any form or on any medium, to support his/her allegations.

It is not up to the person reporting the incident to give a legal description of the violence suffered or witnessed.

Field of application

The reports mainly relate to incidents that occurred within TSE or externally as part of activities linked to TSE (distance learning courses, student parties, remote working, business trips, internships, travel, etc.).

Employees of the JIL-TSE Foundation or of its secondary institution TSE-S may, if they wish, make use of the plan for reporting and dealing with acts of violence, discrimination, moral and sexual harassment and gender-based harassment, which has been set up and can be consulted on MyTSE, under the heading TSE-S, Health - Safety - Prevention, or of this plan, which covers all persons occupying the TSE building, regardless of their employer or status (administrative employees, researchers, users, visitors, etc.).

Collecting reports: the CARE unit

Any report of violence, discrimination, bullying, sexual harassment or gender-based harassment can be made through a variety of ***oral or written channels*** (classmates, colleagues, management, human resources, etc.).

CARE (Combating Abuse, Respecting Equality) is the acronym used by TSE to describe **the unit responsible for receiving and responding to reports**. It can be contacted as follows:

- **By standard email** via the generic address: care@tse-fr.eu
- **By directly contacting one of its members (their identities and professional contact details can be found on the TSE website - www.tse-fr.eu)**. The member will inform the contact person, who will then form a two-member support team (if the reporting person agrees).

Its composition is approved by the TSE School Board of Directors. The members of the CARE unit are appointed by order of the TSE School Director after consultation with the CODIR (Management Committee). The list of members is public and regularly updated on the TSE website: www.tse-fr.eu.

Members of the CARE unit are required to attend a training course on dealing with gender-based, discriminatory and sexual violence and on supporting victims, as well as any other training required for the unit to function properly.

The members of the CARE unit are bound by professional discretion and have undertaken to guarantee the strict confidentiality of any information brought to their attention. They shall act objectively and impartially and inform the other members of the unit of any conflicts of interest or prior knowledge of the case.

They are responsible for supporting and, if necessary, for conveying information to enable the report to be dealt with as quickly as possible, depending on the seriousness of the situation. Furthermore, they are regularly informed of the action taken. When members of the unit are on paid leave, a message is sent to the emergency contacts.

If the reporting person so wishes, the report may be made anonymously, or by a third party. In this case, the unit can only monitor and alert the Director.

In all cases, a person reporting acts of violence, discrimination, harassment and gender-based harassment is informed that the information collected will be processed in complete confidentiality, in accordance with the texts in force and applied by the plan.

For more information about the plan, contact the CARE unit coordinator, Delphine Pouts, by email delphine.pouts@tse-fr.eu or telephone +33 (0)5 61 12 86 27.

II / Initial support meeting, assessment and proposals for action

Two-member support team

Once the CARE unit has been contacted, the reporting person receives an acknowledgement of receipt as soon as possible. Within 72 hours (excluding public holidays), the CARE unit will arrange **a support meeting** with two members of the team. If they wish, they may be accompanied by a person of their choice. This meeting must take place within a reasonable time limit.

The CARE unit ensures that there are no conflicts of interest (direct or indirect, present or past links with the victim(s) or the person(s) accused). It also ensures that the two-member support team is as neutral as possible, avoiding where possible any prior knowledge of the incident or the case, either through professional activity or through previous support meetings.

The reporting person is informed in advance (by email) of the names of the persons who make up the two-member support team, and it is made clear that the latter can request to be heard by other members. In this case, a new proposal is submitted.

The support meeting is carried out in a place and under conditions that ensure the complete **confidentiality** of exchanges, and in a caring environment.

However, it is important to note that other alert procedures can be used to supplement this plan. For example, in accordance with Article 5-6 of Decree 82-453 dated 28 May 1982 as amended, any person witnessing a serious and imminent danger to the life, physical integrity or health of an employee, or any faults in the protection plans, must immediately notify the head of the institution concerned (School or Foundation).

Support and actions taken

Once the two-member support team has conducted the interview with the reporting person, the latter **draws up a report of the initial support meeting**, which transcribes the reporting person's account **as faithfully as possible**. It is approved by all the persons present during the support meeting, in particular the person who initiated the report.

In cases where the incidents are clearly related to discrimination, racism or anti-Semitism, the school's contact persons are informed, subject to the agreement of the reporting person.

During and/or after the meeting, the two-member support team will assess the situation. The latter may contact any qualified person for advice. It may **refer** the reporting person and any other person involved in the report to:

- **Psycho-medico-social assistance** (referral to occupational medicine or SIMPSS - Inter-university Service for Preventive Medicine and Health Promotion - as a minimum);
- **Legal assistance** (help with filing a complaint, information on the right to functional protection);
- Judicial authorities;
- Employee representatives;
- Victim support associations.

Referrals must be made with the prior agreement of the reporting person, who must be fully informed of the conditions and subsequent actions.

In addition to the report of the initial support meeting, the two-member support team draws up **a confidential report of the initial support meeting**, which supplements the report with the team's assessment of the situation, specifying any referrals made, emergency action taken and qualified persons contacted.

A **report file** is opened and kept by the CARE unit contact person. It comprises at least the records of the initial meeting, the confidential report of the initial meeting, the initial report email and any other additional documents that shed light on the report (supporting documents for the facts

reported, correspondence, etc.). It is kept for as long as the report is being processed. This file does not replace any files produced by the various departments involved in the plan (medical file, disciplinary file, etc.).

The personal data collected is processed in accordance with European Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) and Law No. 78-17 of 06 January 1978 on data processing, data files and individual liberties.

The information collected under the plan is processed on a protected shared space and archived on a secure storage space. It is kept in accordance with the legal retention periods.

Reporting persons have a right of access to the data concerning them. This right can be exercised directly by contacting the CARE unit (care@tse-fr.eu). Where appropriate, they may also exercise their right to rectify and delete such data, obtain a restriction on its processing or object to it on legitimate grounds, except where the law provides otherwise.

With the explicit agreement of the reporting person(s), **the report file is handed over to the unit responsible for handling reported incidents**, the composition and functions of which are defined below.

III/ Processing of incidents reported by the processing unit

The composition of the processing unit is the subject of an organisational memorandum by the Director and is approved by the TSE Board of Directors. It is made public and regularly updated on the TSE website: www.tse-fr.eu.

Its role is to offer an initial assessment of the situation, in light of the report file opened by the CARE unit, and to **advise** the Director on the action to be taken.

In the event of a conflict of interest, a member of the unit must withdraw.

All members must have undergone training on dealing with gender-based, discriminatory and sexual violence, as well as any other training that may be useful for the unit to function properly.

All members of the unit are bound by professional discretion and undertake to respect the complete confidentiality of any information brought to their attention.

Processing reports

If necessary, and if this has not already been done, the **unit responsible for dealing with reported incidents** offers **legal and psycho-medico-social assistance** to the victim and to the person(s) reporting the incident if they are two separate persons.

As soon as the report is received, the processing unit **meets** as often as necessary, in particular to respond to emergency situations, to exchange and share information on the assessment of the report. It will send the Director a summary of the information comprised in the file, together with recommendations for action(s). The Director may, if necessary, have access to the entire file.

When the work carried out by the unit comes to an end, the Director may decide, where necessary and with the agreement in principle of the person(s) reporting the matter, to take protective measures, to initiate an administrative investigation, to refer the matter to the relevant disciplinary section, or to report the matter to the Public Prosecutor pursuant to Article 40 of the French Code of Criminal Procedure.

The Director informs all members of the report processing unit and the CARE unit of the decisions taken.

A person designated by the Director will inform the reporting person(s) of all actions and measures taken.

The total time taken to process a report, from the time it is reported to the time a disciplinary decision is taken, must be reasonable.

IV/ Communication. information for those involved in prevention and assessment to avoid the situation from recurring

The reporting person(s) shall be kept up to date on the procedure for dealing with reported incidents until it is concluded.

The CARE unit keeps an anonymous record of reports in order to analyse the plan for reporting and dealing with acts of violence, discrimination, harassment and gender-based harassment. This report is presented annually, in particular to the TSE School Social Administration Committee, the TSE-S Social Works Council and the JIL-TSE Foundation Social Works Council.