

**REGULATIONS
ON RESOLVING CONFLICT SITUATIONS
IN IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE**

Kyiv 2020

1. GENERAL REGULATIONS

1.1. Regulations on resolving conflict situations in Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – the Regulation) was developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "On Principles of Prevention and Counteraction of Discrimination in Ukraine", "On Ensuring Equal Rights and Opportunities of Women and Men", the Code of Ukraine on Administrative offenses, the Law of Ukraine "On Appeals of Citizens" and other acts of current legislation.

1.2. In its activities, the National Technical University of Ukraine " Igor Sikorsky Kyiv Polytechnic Institute" (hereinafter – the University) complies with the legislation of Ukraine in the following areas:

- detection, countermeasures and prevention of corruption;
- ensuring tender equality;
- countering all types of discrimination;
- against sexual harassment.

1.3. In the Regulation, the terms are used in the following sense:

➤ **bullying** (harassment) – actions (actions or inaction) of participants in the educational process, which consist of psychological, physical, economic, sexual violence, including with the use of electronic communications, committed by a student of higher education, or other participants in the educational process in relation to him, as a result of what could have been or was the damage to the mental or physical health of the victim;

➤ **imobing** (harassment) – actions (actions or inaction) of participants in labor relations, which consist of psychological, physical, economic violence, including the use of electronic means of communication, committed against an employee of the University or by such a person against other persons with the aim of humiliating their human dignity according to certain signs, creating a tense, hostile, offensive atmosphere in relation to them and forcing a participant in labor relations to change the place of work;

➤ **discrimination** – actions that result in a person and/or a group of persons based on their race, skin color, political, religious and other beliefs, gender, age, state of health, ethnic and social origin, citizenship, family and property status, location residence, linguistic or other characteristics that were, are and may be valid or assumed, is subject to restrictions in the recognition, realization or use of rights and freedoms in any form, except when such restriction has a legitimate, objectively justified purpose, methods of achieving which are appropriate and necessary;

➤ **oppression** – undesirable behavior for a person and/or a group of persons, the purpose or consequence of which is to humiliate their human dignity on certain grounds or to create a tense, hostile, offensive or disrespectful atmosphere for such a person or a group of persons;

➤ **conflict** – clash of opposing interests and views, tension and extreme aggravation of contradictions, which leads to active actions, complications, struggles, accompanied by complex collisions; a situation in which each of the parties tries to take a position incompatible with the interests of the other party;

➤ **sexual harassment** – actions of a sexual nature, expressed verbally (threats, intimidation, obscene remarks) or physically (touching, patting), humiliating or insulting persons who are in labor, service, material or other subordinate relationships.

➤ 1.4. The application of this Regulation does not exclude the possibility of applying other norms of current legislation regarding the protection of a person's rights and legitimate interests.

2. GENERAL PRINCIPLES OF CONFLICT SETTLEMENT POLICY

2.1. The management of the University and the heads of structural divisions of the University are obliged to regularly conduct information and educational campaigns aimed at:

➤ raising the level of awareness of the workforce and students of higher education regarding the prevention of conflicts, in particular, those related to bullying, mobbing, sexual harassment, oppression, discrimination, etc.;

➤ prevention of conflict situations;

➤ identification of conflict situations;

➤ settlement of conflict situations.

2.2. The prevention of conflict situations at the University is carried out through informational, communicative, socio-psychological, educational and organizational work with the participants of the educational process and University employees, aimed at realizing the essence of equality, solidarity, tolerance, removing erroneous and distorted information from the information field of the University, organizing a tolerant and constructive communication, interaction with informal leaders and microgroups, reduction of social tension and strengthening of the social and psychological climate in the team, resolution of personnel issues, changes in the conditions of interaction.

2.3. Recommended methods of preventing conflict situations;

- creation of an atmosphere of trust and mutual respect in the relations between the participants of the educational process, employees of the University's structural units;
- reasonable demands on the part of the heads of structural subdivisions towards their subordinates in the performance of their duties;
- compliance with the norms for the distribution of working time and workload between participants in labor relations;
- fair remuneration for work, moral and material encouragement;
- observance of the principle of social justice in any decisions concerning the interests of employees, students of higher education and every individual.

2.4. Actions of the head of the structural division regarding the resolution of conflict situations:

- a conversation with the parties to the conflict with the aim of clarifying the causes and essence of the conflict situation and finding ways to resolve it;
- initiation of consideration of the conflict situation by the Institute/Faculty's Committee on Conflict Resolution or the Committee on Conflict Resolution of Igor Sikorsky Kyiv Polytechnic Institute (depending on the situation);
- control over the implementation of decisions of conflict resolution commissions.

2.5. The following are prohibited at the University:

- discriminatory statements that contain offensive, humiliating statements about persons based on gender, appearance, clothing, sexual orientation, etc.;
- oppression of a person and/or a group of persons in any form;
- hate speech, statements containing abusive, obscene words, insults, threats or calls for violence against a specific person or group of persons.

2.6. The use of discriminatory vocabulary, discriminatory statements and hate speech against individuals or groups of individuals on the basis of race is prohibited in public statements of University employees and students of higher education, as well as online and printed materials authored by them. skin color, political, religious and other beliefs, gender, age, state of health, ethnic and social origin, citizenship, family and property status, place of residence, language or other characteristics.

3. CONFLICT SETTLEMENT PROCEDURES

3.1. In order to resolve conflict situations in the institute or faculty, by order of the director of the institute/dean of the faculty, a Commission for resolving conflict situations of the institute/faculty (hereinafter – Division Commission) is created, which considers conflict situations between:

3.1.1) employees within the subdivision;

3.1.2) higher education graduates within the subdivision;

3.1.3) an employee and a student of higher education within the unit.

3.2. The conflict situation is considered by the Commission for resolving conflict situations of the Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – University Commission), if:

3.2.1) the party to the conflict is the director of the institute/dean of the faculty;

3.2.2) the parties to the conflict are representatives of various divisions of the University;

3.2.3) one of the parties to the conflict appealed to the head of the University Commission to appeal the decision of the subdivision Commission.

3.3. The University Commission or the Division Commission considers conflict situations based on appeals from participants in the educational process and/or employees, which are submitted to the general department in written or electronic form addressed to the Chairman of the Commission of the corresponding level.

3.4. Submission of appeals is carried out in accordance with the Law of Ukraine "On Appeals of Citizens" and the order of the rector of the University "On approval of the Procedure for consideration of appeals and organization of personal reception of citizens at Igor Sikorsky Kyiv Polytechnic Institute " dated 09.10.2018 No. 7/117.

3.5. The application must state the surname, first name, patronymic, place of residence of the applicant, outline the essence of the raised issue, remarks, proposals, statements or complaints, requests or demands. The written request must be signed by the applicant(s) and dated. The e-mail must also include an e-mail address to which a reply can be sent to the applicant(s), or information about other means of communication with him. The use of an electronic digital signature is not required when sending an electronic application.

3.6. An application made without complying with the requirements specified in clause 3.6 shall be returned to the applicant with appropriate explanations no later than ten days after its receipt, except for the cases provided for in the first part of Article 7 of the Law of Ukraine "On Citizen Applications".

It is prohibited to refuse to accept and consider an application with reference to political views, party affiliation, gender, age, religion, nationality of the citizen, lack of knowledge of the language of the application.

3.7. Consideration of the conflict situation is carried out by the Commission of the University or the Commission of the subdivision in accordance with the Regulations regulating their activities.

3.8. Applications containing information about discovered facts of corruption are reviewed by the Law Enforcement and Corruption Prevention Commission of the Igor Sikorsky Kyiv Polytechnic Institute.

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