

## **EQUAL TREATMENT MEASURES AND COMPLAINTS PROCEDURE AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

### **I General principles**

1. The Estonian Academy of Music and Theatre (hereinafter the *Academy*) protects its members in the work and study environment from discrimination on the basis of nationality (ethnicity), race, colour, religion or belief, age, disability, gender identity, or sexual orientation.
2. The Academy stands for a safe and mutually respectful study and work environment, an important condition of which is the observance of the principle of equal treatment.
3. The person conducting lessons and the head of the academic unit must ensure that each student feels safe in the lesson. Particular attention is paid to the risks involved in sexual relations between a teacher and a student.
4. The Academy proceeds from the following objectives and principles in ensuring equal treatment:
  - 4.1 legality – the academy is guided in its activities by the provisions of the Equal Treatment Act and the Gender Equality Act;
  - 4.2 respect for dignity – members of the Academy have the right to a study and work environment where the dignity of every person is respected;
  - 4.3 openness – all employees of the Academy and students are responsible for creating, supporting, and maintaining a study and work environment free of discrimination and bullying, in which the individuality of each student is respected;
  - 4.4 confidentiality – cases of discrimination are treated confidentially and tactfully, involving only the essential number of people directly involved in the case.

### **II Information activities**

5. The Academy takes appropriate measures to raise the awareness of its members about the principles of equal treatment, the risks related to discrimination, harassment, and bullying, and the rights and obligations of employees and students provided for in the Equal Treatment Act, thus promoting a non-discriminatory environment in the Academy.
6. At least once during the academic year, the topics of gender equality and equal treatment are discussed at a meeting of the Senate of the Academy, where the Rector's Office presents an overview of gender equality statistics, equal treatment actions, and any problems encountered.
7. Information and training days for the staff of the Academy regularly address the matter of equal treatment and the relevant principles applicable in the Academy.
8. Students are informed of their rights and obligations and the principles of equal treatment during the information days at the beginning of their studies and on the Academy's website.

### **III Responding to cases of discrimination, harassment, and bullying**

9. The Academy calls on its members to respond quickly to any discrimination, harassment, or bullying that may occur in the work and study environment and creates appropriate conditions for such a response, respecting everyone's privacy.

10. The Academy takes all complaints, incidents, and repeated allegations of discrimination, harassment, or bullying seriously and does not ignore them.

11. The Rector appoints an Equal Treatment Officer from among the staff of the Academy, whose task is to advise students and staff on matters of gender equality and equal treatment, including in cases of discrimination, harassment, and bullying.

12. If a student or staff member feels discriminated against, harassed, or bullied by someone in the Academy, the person concerned should be informed immediately that such behaviour is not acceptable. This may be done through the Equal Treatment Officer, the head of a structural unit, the Head of the Registry and Student Affairs Department, or a member of the Rector's Office.

13. If a student or employee notices discrimination or witnesses bullying or harassment, it is important to pay attention to the incident, talk to the person being discriminated against or bullied, and, if necessary, report the event to the Equal Treatment Officer.

### **IV Handling complaints**

14. A student or employee has the right to submit a formal complaint to the Rector about a case of discrimination, harassment, or bullying. The complaint must clearly show the connection of the case with studying or working at the Academy.

15. The complaint must be submitted in writing by email or post within three months of the occurrence of the case and must set out all the details of the case.

16. The Rector shall set up an impartial committee of at least three members to resolve the complaint. The committee will seek clarification from all parties involved in the complaint and any witnesses, and will examine the evidence relating to the complaint.

17. The complaint shall be handled within a reasonable time, in accordance with the principles of impartiality, tact, and maximum confidentiality. If necessary, the committee may call on an expert in the field of gender equality and equal treatment from outside the Academy to obtain an expert opinion.

18. The complainant has the right to receive information on the progress of the handling of the complaint.

19. The committee shall draw up a written summary of the results of the investigation of the complaint, including the circumstances of the case, the evidence gathered and, if necessary,

recommendations for changes in the organisation of studies or work at the Academy. The committee shall take one of the following decisions:

- 19.1 discrimination, harassment, or bullying occurred or is likely to have occurred;
- 19.2 discrimination, harassment, or bullying did not occur or is unlikely to have occurred;
- 19.3 it is not possible to comment on the occurrence of discrimination, harassment, or bullying because the evidence is unreliable or insufficient, and it has proved impossible to obtain further evidence.

20. If the circumstances justify it and the parties agree to it, the Rector may initiate an internal conciliation instead of initiating an investigation of the complaint. If the conciliation is successful, no decision will be taken on discrimination, harassment, or bullying.

## **V Follow-up and consequences**

21. The decision of the committee set up to resolve the complaint shall be communicated to the complainant, the alleged infringer, and the Rector.

22. If the committee set up to resolve the complaint has reached the conclusion set forth in clause 19.1 with respect to an employee, the Rector shall consider issuing a verbal or written warning to the employee or an extraordinary cancellation of the employment contract.

23. If the committee set up to resolve the complaint reached the conclusion set forth in clause 19.1 with respect to a student, the Rector shall consider giving a verbal or written warning to the student or expelling the student due to committing a significant indecent act or endangering other students or other persons.

24. Two months after the decision or conciliation, the Rector conducts a follow-up inspection to make sure that the situation has been resolved and that the proposals made have been taken into account.