



College of Europe
Collège d'Europe



Natolin

Equality, Diversity, and Inclusion

College of Europe in Natolin





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Introduction

Since its establishment in 1992, the College of Europe in Natolin has acknowledged the importance of equality, diversity and inclusion for the European Project and our mission. As a community at the College of Europe in Natolin:

1. We commit to creating an atmosphere of respect for equality and diversity of students, staff, and faculty.
2. We commit to strengthening mutual respect and courtesy in all interactions between the students, faculty, and staff of the College of Europe in Natolin.
3. We commit to raising awareness and supporting equality, diversity and inclusion among students, staff, and faculty.
4. We commit to act against any form of discrimination or mobbing.

In order to promote and safeguard Equality, Diversity and Inclusion based on “gender, age, race, religion, nationality, political belief, ethnicity, religious denomination, language and culture, sexual orientation, disability or parental status” the role of the **Advocate for Equality, Diversity and Inclusion was created in July 2021.**

The Advocate for Equality, Diversity and Inclusion is responsible for counteracting discrimination and exclusion and promoting diversity, through:

- assessing needs and supporting initiatives on equality, diversity, and inclusion;
- offering consultation in the field of care for equality, diversity, and inclusion;
- counteracting all forms of discrimination and exclusion;
- taking adequate and fair measures in the event of reporting an alleged violation in the field of equality or exclusion.

Since 2022, an Equality, Diversity and Inclusion Plan has been adopted outlining the ways in which we currently promote and safeguard our values, and how we plan to develop our approach in the near future.

At the beginning of every Academic Year, students are introduced to all the above policies and mechanisms, the role of the Advocate, and the availability of the onsite Counsellor. At the same time our students take part in an obligatory **Consent & Boundaries Workshop** to ensure that the College of Europe in Natolin is a safe and comfortable space for all.



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Student Code of Conduct

The College of Europe in Natolin is a one-of-a-kind inclusive space for personal and professional growth. Its uniqueness comes from immersing students in world-class academic and professional development programmes while living and working in a truly multicultural community that follows key values and principles:

- Inclusion and respect for diversity;
- Courtesy in mutual interactions;
- Integrity, trust, and collegiality;
- No tolerance for any acts of discrimination or harassment.

Different manifestations of religious or philosophical origin are welcomed as part of fostering intercultural dialogue. Since the College of Europe in Natolin is based in Poland, the academic calendar is designed considering the local holidays, cultural features, and traditions. Students are obliged to familiarise themselves and comply with all academic regulations, policies and rules concerning their stay at Natolin, especially with:

- Study Regulations;
- Specific Provisions (Dispositions particulières);
- Student Representation;
- Security on Campus;
- Regulation for Financial Support of Student-Led Initiatives;
- Rules of Co-financing Students' Participation in External Events
- National Cultural Days Rule Book;
- Natolin Library Rules;
- Languages and Intercultural Dialogue Office Rules and Regulations;
- Student Restaurant Regulations;
- Student Residence Regulations;
- Student Spaces at Natolin.

General Provisions

Article 1 - Scope and key definitions

1. This Code applies at the College of Europe in Natolin.
2. This Code exclusively applies to cases involving at least one student of the College, whether as Complainant or Defendant, and to other conduct that materially affects a student or the student community. Cases exclusively between employees and potential consequences for employees are addressed under the Staff Work Regulations and other applicable rules including labour law.



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3. This Code applies on and off College premises, in person and online, where the conduct occurs during or in connection with College study, work, residence, travel, events or activities, or otherwise has a substantial connection with the College Community.
4. It applies from a student's arrival on campus until departure at the end of the academic year. A complaint may be submitted, and a process initiated, during that period. An ongoing process is not discontinued because a student departs or withdraws, or because a staff member, faculty member or contractor ceases their engagement.
5. External visitors are expected to comply with this Code while on College premises or participating in College activities. Although they are not members of the College Community, allegations concerning them may result in access restrictions or exclusion from future College activities.
6. For the purposes of this Code:
 - a. "College Community" means students, faculty members, staff members and contractors of the College of Europe in Natolin;
 - b. "Complainant" means a person who reports, or is alleged to have experienced, conduct covered by this Code;
 - c. "Defendant" means a person whose conduct is the subject of a formal complaint or an ex officio process;
 - d. "Working day" means a calendar day other than a Saturday, Sunday, Polish public holiday or officially announced day when the College of Europe in Natolin is closed;
 - e. "Support Person" means a student or staff member chosen by a party, or made available by the College, to provide personal support without acting as the party's representative.
7. This Code does not prejudice recourse to police, prosecutorial, judicial, regulatory or other legally available procedures, or the application of Polish or other applicable law.

Article 2 - Building and caring for a respectful co-living environment

1. The College Community's members are expected to respect and care for others, be they students, staff, professors, lecturers, guests, or any other member of the community, both on and off campus and both online and offline.
2. The College of Europe in Natolin does not accept any form of discrimination, intolerance, or harassment among students and between students and staff, whether on or off campus, online or offline.
3. The College of Europe in Natolin provides the services of:
 - a. a Counsellor, a professional psychologist who can be contacted to discuss in depth any troubling issues in a safe and professional context and to receive psychological support;
 - b. an Advocate for Equality, Diversity, and Inclusion, who reviews existing College policies and can propose amendments and recommendations, and acts as coordinator of formal investigative and disciplinary procedures under the present Code;
 - c. a Wellbeing Officer, who shall serve as a confidential and accessible first point of contact for members of the academic community seeking support in matters affecting their Wellbeing, sense of belonging, or ability to participate fully in academic life. The Wellbeing Officer shall provide initial, non-clinical support, practical information, and guidance on the internal and external services available, and, where appropriate, facilitate referrals to relevant specialist, counselling, medical, administrative, equality, or safeguarding services;



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4. If any member of the College Community is a subject of or witness to any form of discrimination or harassment, they may contact directly an Initial Point of Contact indicated in Article 18 below, and discuss ways to proceed under this Code.
5. All members of the College Community are expected to contribute to an environment free from harmful gossip. Gossip can be harmful and disruptive, leading to misunderstandings and damaged relationships. This paragraph does not restrict good-faith reporting, seeking confidential support or advice, preserving evidence, or participating in a procedure under this Code.
6. Students must take the utmost care of the College of Europe in Natolin property and the property of others.
7. Smoking inside Natolin premises, student residences and individual student rooms is not permitted.
8. Students are asked not to eat or drink in classrooms and computer rooms out of respect for others and the cleaning staff.
9. Alcohol consumption is not allowed in the following common spaces: Library, classrooms, Restaurant (apart from special occasions when it is served as part of an event). On campus it can only be consumed in moderation in the Common Room of the Retinger residence and in students' private rooms. Excessive use of alcohol in those designated spaces, especially leading to violating College regulations or Polish law, the rights of other individuals, property damage or damage to the College's external reputation, constitutes a serious breach of the present regulations. It will trigger disciplinary sanctions against the student(s) concerned which may result in expulsion from the College.
10. The possession, use, or distribution of illegal drugs in the College of Europe in Natolin is strictly forbidden and can lead to expulsion from the College.
11. Events with music or with a higher number of participants shall only be organised in the social spaces in the Retinger residence (Common Room, Game Room, and Music Room), only on weekends.
12. Some College premises are reserved for students. Non-students may enter student-only spaces or residence gatherings only when permitted under the Student Spaces rules or expressly invited by an authorised student organiser or College representative.
13. Students are responsible for the conduct of their guests and must ensure that guests comply with campus security, residence and community rules.
14. Students must comply with Polish law and, during College-related travel, with the law and safety instructions applicable at the destination. Students must not expose themselves, other participants, College contacts or the College Community to avoidable safety or security risks.

Article 3 - Extracurricular activities

1. Extracurricular activities are voluntary and open to all interested students. Students may freely choose and participate in any activities offered. They are encouraged to engage actively and respectfully, approaching these activities with seriousness and curiosity. Participation contributes to personal development, community building, and professional exposure.
2. Students taking part in extracurricular activities represent the College of Europe in Natolin. They are expected to demonstrate professionalism, respect for diversity, appropriate behaviour in both formal and informal settings, including respect for speakers, punctuality, and suitable attire.
3. Students are required to follow any instructions provided by the administration, speakers or facilitators during extracurricular activities, including safety guidelines, logistical arrangements, and codes of conduct specific to the event or venue.



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4. Extracurricular activities are opportunities to strengthen the sense of community. Students are expected to foster an inclusive and collegial atmosphere, ensuring that all participants feel welcome and respected.
5. Students are encouraged to provide constructive feedback through the various available channels to support the continuous improvement of Natolin's extracurricular offerings.
6. Students who wish to obtain a Nest Certificate at the end of the academic year must:
 - a. attend at least 80% of the programme of the Nest they have chosen and
 - b. successfully complete at least one project.
7. For activities with limited capacity, prior registration is required. In certain cases, participation will be determined on a first-come, first-served basis. In other instances, selection may depend on the content of a motivation statement or on other specific eligibility criteria indicated in the activity announcement.
8. Registration for an extracurricular event implies a firm commitment to fully participate in it; withdrawal should be communicated by e-mail at least one working day before the event. Students are expected to respect all registration deadlines and attendance requirements communicated for each activity.
9. Due to the dynamic and responsive nature of the extracurricular offer, which may adapt to current events and emerging opportunities, all information provided in activity announcements should be treated as indicative and subject to change.
10. For events such as exhibitions, panels, debates, conferences and cultural presentations organized by students on College premises, students must obtain the opinion of the Natolin administration before making commitments to external partners.
11. Students must not present personal statements, publications, media contacts or political activities as positions of the College unless expressly authorized. Use of the College's name, visual identity, premises, mailing lists, funds or other resources for external or political activity requires prior approval under the applicable rules.

Prohibited Behaviours

The College of Europe in Natolin has a zero-tolerance policy for any dishonest behaviour and acts against the dignity and integrity of individuals. This includes but is not limited to nepotism, discrimination, bullying, harassment, stalking, violence, and sexual misconduct. These behaviours are prohibited whether intentional or not.

Article 4 - Discrimination and intolerance

1. Discrimination occurs where a person is treated less favourably than another person in a comparable situation because the person belongs, or is perceived to belong, to a group or category. Protected grounds include sex, gender, gender identity or expression, sexual orientation, age, disability or ability, race, colour, nationality, ethnic or social origin, class or background, language, culture, religion or belief, political opinion, parental status, employment status or working time, and any other ground protected by law.
2. Direct discrimination occurs where a person is, has been or could be treated less favourably on a protected ground in a comparable situation.



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3. Indirect discrimination occurs where an apparently neutral rule, criterion or practice places, or may place, persons sharing a protected characteristic at a particular disadvantage, unless it is objectively justified by a lawful aim and the means of achieving that aim are appropriate and necessary.
4. Discrimination includes instructing, encouraging or pressuring another person to violate equal-treatment principles. Harassment connected with a protected ground is a form of discrimination.
5. Intolerance is a failure to respect practices, identities or beliefs different from one's own and may range from deliberate, ostentatious and malicious avoidance or exclusion through hate speech to aggressive conduct.

Article 5 - Bullying, mobbing and harassment

1. Bullying is unwanted recurring aggressive conduct whose purpose or effect is to victimize, humiliate, undermine, threaten or isolate an individual or group, cause psychological or physical harm, or impair a person's dignity or ability to work or study. It may be physical, verbal, social, relational, digital, academic or work-related and may involve misuse of authority.
2. Mobbing has the meaning given by applicable Polish employment law and includes persistent and long-term harassment or intimidation of an employee that causes or is intended to cause humiliation, ridicule, isolation, exclusion or an undervaluation of professional usefulness. For students and other non-employees, comparable conduct is addressed as bullying or harassment.
3. Harassment is a single or repeated instance of unwanted verbal, non-verbal, physical or digital conduct whose purpose or effect is to violate dignity, victimize, humiliate, undermine or threaten a person, or create an intimidating, hostile, degrading, humiliating or offensive environment.
4. Forms of harassment include personal harassment related to personal circumstances or appearance; moral harassment; racial or ethnic harassment; harassment related to sexual orientation, gender identity, disability or age; and other conduct targeting a protected characteristic.
5. Spreading malicious rumours, unjustified personal criticism, deliberate social isolation, offensive or intimidating gestures, threatening to disclose another person's sexual orientation or identity, intrusive questions and degrading imagery, in particular created with the use of Artificial Intelligence, may constitute bullying or harassment depending on the circumstances.

Article 6 - Stalking and violence

1. Stalking is repeated threatening conduct or invasion of personal privacy that causes a person reasonably to fear for their physical or psychological safety or substantially violates their privacy. It may include following, monitoring, repeated calls or messages, seeking private information, impersonation, or misuse of a person's image or personal data.
2. Violence is any act or threatened act by which a person is physically or psychologically attacked or placed in fear of such an attack.

Article 7 - Sexual misconduct

1. Sexual misconduct is any physical or psychological sexual act, or act targeting a person's sexuality, sex, gender identity or expression, that is committed, threatened or attempted without consent. It includes, without limitation:
 - a. sexual assault, meaning sexual touching or threatened sexual touching without consent, including rape or attempted rape;



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- b. sexual harassment, including unwelcome sexual advances, requests for sexual favours, pressure to develop a romantic or sexual relationship, unwanted comments about a person's body or sexual activity, sexual jokes or teasing, unwanted physical proximity or touching, and other unwelcome sexual conduct;
- c. offering, promising, withholding or threatening academic, professional, residential, financial or other advantages or disadvantages in exchange for sexual or romantic conduct;
- d. indecent exposure or coercing another person to remove clothing for a sexual purpose without consent;
- e. voyeurism, meaning non-consensual viewing, photographing or recording of a person in circumstances where privacy is reasonably expected and the conduct is for a sexual purpose;
- f. creating, possessing for an improper purpose, threatening to distribute, or distributing sexually explicit images or recordings of another person without that person's consent; and
- g. threats, retaliation, blackmail or mistreatment because a person rejected, reported or witnessed sexual or romantic conduct.

Article 8 - Consent

1. Consent is a freely given, reversible, informed, enthusiastic and specific agreement to engage in an intimate physical or psychological act affecting another person's body, personal space, sexuality or gender identity. Consent to one act does not constitute consent to another act and may be withdrawn at any time.
2. Consent cannot be inferred from silence, a lack of resistance, a previous relationship or sexual experience, or consent given on an earlier occasion. The absence of 'no' does not mean 'yes'.
3. Consent is absent where submission results from exploitation of power, coercion, force, intimidation, deception or a threat of physical, emotional, academic, professional, residential, financial or reputational harm. A lack of consent shall be presumed, in particular where apparent consent is expressed by a student in relation to a lecturer or another member of the College staff who exercises direct teaching, assessment, supervision, residential, disciplinary, financial or other institutional authority over that student.
4. A person lacks capacity to consent where capacity is materially impaired by fear, illness, disability, sleep, unconsciousness, alcohol, narcotics or other substances. The assessment is based on the effect on the person, including confusion, blackouts, impaired movement, lack of awareness or inability to communicate effectively.
5. Intoxication is never a defence to sexual misconduct or to failing to obtain consent. When there is doubt about capacity or consent, the intimate act must not take place.

Article 9 - Dishonest behaviour

1. Dishonest behaviour refers to any action which involves intentional misrepresentation, concealment, or violation of rules of integrity and fairness in the academic or community life of the College of Europe in Natolin. It includes, but is not limited to:
 - a. Academic dishonesty: plagiarism, fabrication, falsification, cheating during written or oral examinations, unauthorized collaboration, or any other breach of regulations and/or the principles of academic integrity.



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- b. Non-academic dishonesty: falsifying official documents or signatures, falsely registering attendance in class, misusing Natolin facilities, providing false information to staff or fellow students, theft or misappropriation of property, abuse of trust in representative functions, or manipulation in elections and community processes.

Article 10 - Retaliation and obstruction

1. Retaliation is any adverse action, threat, pressure, disadvantage or unfavourable treatment because a person sought support, made or considered making a report, participated in a procedure, provided evidence or supported another person. Retaliation is prohibited regardless of the underlying matter.
2. Obstruction is prohibited and includes intentionally destroying, falsifying, altering, concealing or withholding relevant information; knowingly giving false evidence; intimidating or harassing a person to prevent reporting or cooperation; pressuring a person to withdraw a complaint; or otherwise improperly interfering with a procedure.
3. An allegation that is not upheld is not, for that reason alone, false, frivolous or malicious. Knowingly, false or bad-faith allegations may be addressed only after a separate, evidence-based finding that the person acted in bad faith.

Ethical Conduct, Academic Integrity and Conflicts of Interest

Article 11 - Compliance, public communications and political activity

1. Students must comply with applicable law, this Code and all other College rules. Possible civil or criminal liability is not precluded by an internal procedure.
2. A student communicating in a personal capacity must not imply that they speak for the College. Prior authorization is required before contacting the media on behalf of the College, issuing a statement in the College's name or using restricted College communication channels.
3. Students may engage in political activity in a personal capacity. They must clearly distinguish personal views from the College positions and must not use College funds, equipment, mailing lists, protected spaces or other resources for political activity without authorization.
4. Academic freedom and freedom of expression are respected. They do not protect threats, harassment, discrimination, unlawful disclosure of confidential information, deliberate misrepresentation of the College authority, or other conduct prohibited by this Code.

Article 12 - Confidential information and intellectual property

1. Students must protect confidential information obtained through study, student representation, work, research, internships or access to the College systems. This includes personal data, academic results, case information, contracts, non-public institutional plans, partner information and security information.
2. Confidential information must not be disclosed during or after enrolment except where disclosure is authorized, legally required, necessary to obtain confidential advice or support, or made through a protected reporting channel.
3. Students must respect the intellectual property rights of the College and third parties. Academic work, publications, recordings, teaching materials, software, data and project outputs may be used only in accordance with applicable law, licenses, authorship rules and the College regulations.



Article 13 - Conflicts of interest and personal relationships

1. Members of the College Community must disclose actual, potential or reasonably perceived conflicts of interest to the Vice-Rector or the HR Office and must withdraw from related teaching, selection, assessment, supervision, procurement, funding, disciplinary or other decision-making.
2. A person must not use the College position, confidential information, academic authority, student representative role or institutional resource to obtain an improper personal, financial, academic, professional or relational advantage for themselves or another person.
3. A person involved in teaching, selecting, contracting with, supervising or evaluating a close family member, partner, former partner or other person with whom they have a close personal relationship must disclose the relationship and take no part in the relevant decision or oversight. Contracting with an immediate family member or an entity employing that person is prohibited unless expressly permitted by law and approved in writing under the College's conflict-of-interest rules.
4. A faculty member, staff member or contractor must not initiate or maintain an intimate, romantic or sexual relationship with a student while exercising direct teaching, assessment, supervision, residential, disciplinary, financial or other institutional authority over that student.
5. Where an intimate, romantic or other close personal relationship pre-dates, or later creates, such a dependency, it must be disclosed promptly to the Vice-Rector or the HR Office. The College must permanently remove the conflict, normally by changing the teaching, assessment, supervision, reporting or decision-making arrangement. Disclosure is handled on a need-to-know basis.
6. A person who is or has been in a personal relationship with another person must not supervise that person or participate in assessing their academic or professional performance. All parties must avoid actual or apparent favouritism, improper access to information and undue advantage.
7. Students must not offer, request or accept preferential treatment in exchange for a personal, romantic or sexual relationship. A student's disclosure of a relationship in order to remove a conflict will not, by itself, constitute misconduct by the student.

Article 14 - Gifts, corruption and other prohibited practices

1. Students must not offer, give, request or accept gifts, benefits or hospitality that exceed symbolic value where this could influence, or reasonably appear to influence, academic, administrative, procurement, funding, representative or disciplinary decision. The following practices are prohibited:
 - a. corruption - directly or indirectly offering, giving, receiving or soliciting anything of value in order improperly to influence another person's actions;
 - b. fraud - any act or omission, including a false statement or concealment, that knowingly or recklessly misleads or attempts to mislead another person in order to obtain a financial, academic or other benefit or avoid obligation;
 - c. coercion - harming or threatening to harm a person, property, rights, academic position or reputation in order improperly to influence conduct;
 - d. collusion - an arrangement between two or more people designed to achieve an improper purpose, including improperly influencing another person's actions;
 - e. misuse or misappropriation of the College, public, project or student funds; and
 - f. obstruction of an audit, inquiry or procedure as defined in Article 10 section 2.



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2. A member of the College Committee, who becomes aware of suspected corruption, fraud, coercion, collusion, misuse of funds, obstruction or a serious conflict-of-interest breach must report it to the Initial Point of Contact. If the report is not appropriately addressed, it may be escalated to the Chair of the College Board. Good-faith reporting is protected from retaliation.

Remedies, Support, Privacy and Initial Contact

Concerns involving conduct prohibited by this Code may be addressed through support only, mediation, or the formal process under this Code. The Policy of countermeasures against discrimination and mobbing, the Staff Work Regulations and other mandatory rules continue to apply where relevant. If rules conflict, the provision offering greater procedural protection applies unless mandatory law requires otherwise.

Article 15 - Available remedies and institutional action

1. A Complainant may request support without initiating mediation or a formal complaint. Seeking support does not prevent a later complaint.
2. Mediation may involve one or more Complainants and Defendants. A formal complaint may be made against one or more Defendants. Complaints concerning the same or connected conduct may be joined by the Hearing Committee after hearing the parties' views.
3. The Vice-Rector may initiate a formal process ex officio where credible information indicates a serious safety risk, sexual violence, corruption, misuse of funds, obstruction, repeated conduct, significant abuse of authority or another substantial institutional interest. The affected person's views and safety must be considered, but the College may act even if a private complaint is withdrawn.
4. Internal procedures do not prevent a report to the police, prosecutor, emergency services, regulatory authority or another competent body. Where the College reasonably believes that conduct may constitute a serious criminal offence or creates an immediate risk, it may notify an appropriate authority in accordance with law and, where possible, after consulting the affected person.

Article 16 - Support

1. Upon request, the College may provide or arrange alternative accommodation, academic adjustments, safety planning, administrative assistance and other proportionate support. Students may seek confidential, non-clinical support from the Wellbeing Officer also in relation to concerns affecting their wellbeing, sense of belonging or ability to participate fully in academic and community life, regardless of whether the matter constitutes prohibited conduct under this Code.
2. A person who has experienced prohibited conduct may request priority access to a psychologist through the Head of Student Engagement Office, whether or not mediation or a formal process is initiated. Subject to applicable arrangements, the College may cover reasonable fees for support offered under this Article.
3. Psychological and administrative support shall also be made available, where appropriate, to the Defendant, members of a Hearing Committee or Appeal Panel, witnesses and other persons materially affected by a case.
4. The Counsellors, the Advocate for Equality, Diversity and Inclusion and other Initial Points of Contact provide confidential information and support within their respective roles.



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Article 17- Privacy and confidentiality

1. The College of Europe in Natolin will respect the privacy of the parties and any other members of the College Community involved in a case, both during and after the proceedings. Personal data processed under this Code will be handled in accordance with the General Data Protection Regulation and applicable Polish data-protection rules. Disclosure will be limited to persons with a need to know.
2. While the parties are not subject to the same institutional confidentiality duty, the College expects them to handle information obtained in a proceeding responsibly, respectfully and in accordance with applicable law.
3. Initial Points of Contact, mediators, members of the Hearing Committee and Appeal Panel, Support Persons, and other personnel involved in a process must sign or otherwise acknowledge a confidentiality obligation consistent with this Article. Confidentiality does not prevent a party from obtaining confidential medical, psychological, legal or trade-union advice, reporting to a competent authority, preserving evidence or exercising legal rights.

Article 18 - Initial Points of Contact

1. A student or other Complainant may contact any of the following:
 - a. the Head of Student Engagement Office;
 - b. the Advocate for Equality, Diversity and Inclusion;
 - c. the Wellbeing Officer;
 - d. the Head of Compliance and Regulatory Affairs Office;
2. A third person may contact an Initial Point of Contact at the Complainant's request. A witness may also report conduct independently under Article 38(2).
3. The Complainant may decide to request support, mediation or a formal process before, during or after meeting an Initial Point of Contact.

Article 19 - Duties of an Initial Point of Contact

1. The Initial Point of Contact must meet the Complainant as soon as reasonably possible at a time and in a format suitable for the Complainant. Any conflict of interest must be disclosed immediately so that another Initial Point of Contact may be chosen by the Complainant.
2. The Initial Point of Contact must explain the available processes, the fact that evidence used in a formal case will normally be shared with the Defendant, available support, possible interim measures and external reporting options. The Initial Point of Contact must not prejudge the merits.
3. With the Complainant's knowledge and consent, and subject to any urgent safety or legal obligation, the Initial Point of Contact shall notify the Head of Student Engagement Office of the names and roles of the parties and a brief description and date of the alleged conduct for secure case administration.
4. The Wellbeing Officer is bound by a duty of confidentiality; therefore, approaching them to discuss one's doubts and concerns does not automatically result in a formal procedure being initiated. However, the duty of confidentiality may be overridden without the consent of the persons concerned only in cases strictly defined by Polish law, where there is a need to protect an overriding legally protected value, such as human life or health.



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Mediation Process

Article 20 - Nature and availability of mediation

1. Mediation is a voluntary and informal process intended to reach a mutually acceptable resolution with the assistance of an impartial Mediator. It is never a prerequisite to a formal complaint.
2. Mediation must not be used to pressure a Complainant to meet the Defendant, withdraw a complaint or accept an outcome. It will normally be inappropriate for alleged sexual assault, serious violence, corruption, substantial abuse of authority or another matter where the power imbalance or safety risk makes meaningful voluntary participation unlikely.
3. When mediation is requested, the Wellbeing Officer, Counsellor or another suitable independent person will act as Mediator. Both parties must approve the Mediator and may request a replacement. A person who has given substantive advice to one party must not act as Mediator without the informed agreement of both parties.

Article 21 - Conduct and conclusion of mediation

1. The Mediator shall ask the Complainant how they wish to proceed and may facilitate a private conversation, a joint meeting, or indirect communication. The Mediator shall protect the dignity and safety of the parties and may arrange separate rooms, telephone or video participation, pre-recorded statements, written responses and Support Persons.
2. The College will provide reasonable resources and accommodations for mediation. Interim measures may be adopted at a party's request or where the Mediator considers them necessary.
3. A mediated resolution may include an oral or written apology, a behaviour-change plan, prevention training, agreed separation in classes, study visits, extracurricular activities or residence, and a request for an official instruction or warning where permitted by the applicable rules.
4. Mediation should conclude within 7 days after it begins. The parties may agree to continue where a resolution remains realistically possible. Mediation ends if a party withdraws, the parties cannot agree on a Mediator or resolution, or the Complainant requests a formal process.
5. The Mediator must not coerce or pressure any person to stop a formal process. Regardless of the outcome, the College will protect the parties and participants from retaliation.

Formal Process

Article 22 - Initiation and letter of complaint

1. The formal process may be initiated ex officio by the Vice-Rector or by a letter of complaint submitted by a member of the College Community. The letter should be sent by e-mail directly to the Advocate for Equality, Diversity and Inclusion. It need not contain a full evidentiary statement but should identify the Defendant where known and describe the nature of the complaint. A complaint must not be rejected merely because it is incomplete; reasonable assistance shall be offered to clarify it.
2. Upon receipt of the letter of complaint, the Vice-Rector shall establish a Hearing Committee within 3 working days.
3. Throughout the formal process, the Advocate for Equality, Diversity and Inclusion (EDI) shall be available to provide support to the Hearing Committee, the Complainant and the Defendant, and to take minutes at the hearing. If the Advocate for EDI is the Complainant or Defendant or is unavailable, another staff member designated by the Vice-Rector shall perform this role.



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Article 23 - Hearing Committee

1. The Hearing Committee shall ordinarily consist of three members nominated according to Article 22 above. The Vice-Rector shall designate one of the members as Chair. The composition should avoid the academic units and direct reporting lines of both parties where practicable. The Hearing Committee should by default include a Legal Counsel and at least one external expert on the investigated matter who is not an employee of the College.
2. Both the Complainant and the Defendant may request that one member be removed from the Hearing Committee and is replaced by another person designated and nominated by the Vice-Rector.
3. When accepting a nomination, all prospective Hearing Committee members must declare that they have no conflicts of interest in the given procedure. They should also declare not to have been the Defendant in an upheld complaint under this Code.
4. If the Vice-Rector is the Complainant, Defendant, a material witness, otherwise conflicted or unavailable, their functions shall be performed by respectively the Head of Compliance and Regulatory Affairs Office, a Legal Counsel, or the Advocate for EDI.
5. The Advocate for EDI or designated replacement shall provide the Hearing Committee with relevant information concerning prior complaints upheld against a party.
6. Information about a prior upheld complaint shall not be used to establish the facts of the new complaint unless independently relevant and admissible under Article 25. It may be considered after a finding on responsibility when proportional outcomes are determined.

Article 24 - Responsibilities and timetable

1. The Hearing Committee is tasked with adjudicating the complaint in a fair and impartial manner. The Committee should aim for consensus in decision making. If no consensus can be achieved, the decision is adopted by simple majority, and the minority member of the Hearing Committee may issue a dissenting opinion. Each member of the Committee has an equal vote.
2. The Committee is charged with holding a hearing within 5 working days of its final establishment. During exam periods and winter holidays, the timeframe for organising a hearing may be extended upon the request of the parties under the following conditions: if a complaint involves a student versus a staff member, irrespective of who is Complainant or Defendant, the student party has the final say on the extension; if a complaint involves at least one student in each party, the parties should strive for a consensus on the extension; that notwithstanding, the Hearing Committee should make a decision that causes the least harm to both parties.
3. Other exceptional circumstances, duly justified by the Chair, may also lead to an extension of this timeframe, subject to the Vice-Rector's approval. The formal process should normally conclude within 14 working days after receipt of a sufficiently particularized complaint, excluding a justified extension, an appeal and time required for an Academic Council decision.

Article 25 - Responsibilities of the Advocate for Equality, Diversity and Inclusion and the Chair of the Hearing Committee

1. Once the Vice-Rector has nominated the Hearing Committee, the Advocate for EDI shall contact the Complainant and request a written, audio or video statement describing the nature of the conduct under investigation; its effect on the Complainant; the resolution sought, if appropriate; potential witnesses; and any other relevant information.



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2. The Advocate for EDI shall inform the Complainant of the process, the identity of the Hearing Committee members, potential outcomes, support options, the right to request within 24 hours the replacement of one member by another person, confidentiality and record-keeping arrangements, and automatic interim measures.
3. The Advocate for EDI shall inform the Defendant that a complaint has been made and provide as much information as possible about allegations and supporting material; confirm an opportunity to respond in writing, audio, recorded video and orally at the hearing; and provide the same procedural, membership, support, confidentiality, recordkeeping and interim-measure information provided to the Complainant.
4. The Advocate for EDI is charged with collecting evidence based on the guidance provided by the parties. This includes directly contacting potential witnesses who have knowledge or experience relevant to the specific complaint in the name of the Hearing Committee.
5. The Chair is charged with managing and leading the proceedings of the Hearing Committee with the assistance of the Advocate of EDI. The Chair is tasked with ensuring respect for all parties, professionalism throughout the proceedings and orderly management. The Chair must always act impartially.

Article 26 - Evidence and case files

1. The collection of evidence shall be conducted in a professional and compassionate manner. The collection of evidence should not place an undue or unreasonable burden on the Complainant or Defendant.
2. Both Complainant and Defendant will be provided full, unimpeded and equal access to consult all evidence and case files submitted by either party to the Hearing Committee, either in person or electronically, subject to lawful and proportionate redaction necessary to protect third parties, safety, legally privileged information or protected personal data.
3. All parties shall be provided with at least 2 working days to examine evidence and/or case files before a hearing. If a party has a legitimate request to delay a hearing for the purpose of examining, collecting, or processing these, the Chair may delay the hearing by 2 working days for this purpose.
4. All parties will be treated on the basis of evidence relevant to the specific case. Irrelevant past history, including criminal or sexual history outside the scope of prior upheld complaints, and evidence based exclusively on general character are inadmissible.
5. Anonymous testimony or evidence is inadmissible except where the Chair identifies an exceptional justification, such as a credible threat to personal integrity or safety. If admitted, anonymous material may corroborate other evidence but may not by itself establish responsibility. The parties must receive sufficient information to respond fairly without revealing protected identity information.
6. The Hearing Committee shall determine a complaint on the balance of probabilities, meaning whether it is more likely than not that the alleged conduct occurred and constituted a breach of this Code.

Article 27 - Hearing

1. The Advocate for EDI or the designated replacement shall take detailed minutes of the hearing. The minutes may be used to establish facts in an appeal and shall be approved by the Hearing Committee after deliberations.
2. Proceedings and deliberations take place behind closed doors.



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3. Depending on the severity of accusations, the risk posed to the College community, or the risk posed to the orderly management of the proceedings, the Chair can decide, either before or during the hearing, to change its format. This can include providing a separate hearing for the Complainant and the Defendant; alternate means of participation such as telephone, video, pre-recorded answers and statements; or using prepared written responses exclusively.
4. The College administration will provide the resources reasonably necessary for the Chair to make appropriate accommodations.
5. The parties may have with them another student or a member of staff of the College of Europe in Natolin to act as a Support Person during the hearing, provided that they specify the person's name to the Chair at least one working day before the hearing. Support Persons are not granted access to the case file and may not speak during the hearing. Upon request, the College of Europe in Natolin may provide options for a staff member to act as a Support Person.
6. Witnesses can be invited to provide a written, video, or oral statement with at least 2 working days' notice.

Outcomes of the Formal Process

Article 28 - Findings and reasoned decision

1. Once a hearing is held, the Hearing Committee will hold a closed session where it will deliberate on the evidence and consider any outcomes suggested by the parties, if appropriate. The Committee shall provide a reasoned written decision to the Vice-Rector and approve the minutes within 3 working days.
2. The decision must state the issues, material evidence, findings and reasons. It shall conclude that the complaint is upheld, not upheld, or that a finding is not possible on the available evidence. If a breach is upheld, the Committee shall identify aggravating and mitigating circumstances and determine proportionate outcomes.
3. A good-faith complaint that is not upheld or cannot be determined does not warrant action against the Complainant. A finding that a complaint was knowingly false or malicious requires a separate, reasoned determination supported by evidence.
4. For a complex or unprecedented outcome, the Hearing Committee should first consult the Vice-Rector or an unconflicted replacement regarding lawfulness and enforceability, without permitting that person to determine the merits.

Article 29 - Outcomes for a student Defendant

1. If a complaint is upheld, one or more of the following may be imposed:
 - a. an official written warning;
 - b. a requirement to provide a formal apology to the Complainant;
 - c. a requirement to provide a public statement to the College Community;
 - d. a requirement to attend relevant training organized by the College of Europe in Natolin;
 - e. contact restrictions, including with the Complainant or witnesses;
 - f. prohibition from entering specified College premises or attending specified activities;
 - g. academic, residential or activity adjustments;



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- h. restitution, repayment or restoration of property or funds, where appropriate and lawful;
- i. suspension; or
- j. expulsion from the College.

Article 30 - Outcomes for staff, faculty or contractor Defendants

1. Subject to the applicable Work Regulations, contract and law, outcomes include:
 - a. an official written warning;
 - b. a requirement to provide a formal apology to the Complainant;
 - c. a requirement to provide a public statement to the College Community;
 - d. a strong recommendation or requirement to attend relevant training;
 - e. contact, teaching, assessment, supervision, access or duty restrictions;
 - f. disciplinary sanctions under the Work Regulations and Labor Code, if applicable;
 - g. non-renewal or termination of the contract in accordance with the applicable contractual framework and law;
 - h. ineligibility for future engagement by the College following a substantiated serious breach involving conflict of interest, corruption, fraud, coercion, collusion or obstruction, where lawful and proportionate.

Article 31 - Supportive outcomes for the Complainant

Where appropriate, one or more of the following supportive measures may be provided to the Complainant:

1. re-crediting or excusing an absence reasonably resulting from prohibited conduct or participation in the procedure;
2. extensions to academic deadlines and academic support; and
3. regular updates on implementation of outcomes affecting the Complainant, subject to privacy and employment-law restrictions.

Article 32 - Notification and implementation

1. The Vice-Rector shall notify both parties in writing of the reasoned decision of the Hearing Committee; and begin implementation within 7 working days after receiving it. Implementation is suspended during a timely appeal, except for interim measures or urgent protective action. Upon request, the parties may consult the approved minutes in person or electronically.
2. For an academic outcome imposed on a student Defendant, the Vice-Rector shall notify the Academic Council in accordance with Article 9 of the Study Regulations. Expulsion requires confirmation by the Academic Council through an appropriately convened meeting.
3. Where the Defendant is a staff or faculty member, the Vice-Rector shall inform the relevant Head of Department, Office or Chair and the HR office. Where serious, prohibited practices involve a person employed by another organization, the College may notify that organization in accordance with law.



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4. Non-compliance with the imposed outcomes in the term indicated by the Hearing Committee is an infringement of this Code and may result in suspension or expulsion from the College or termination of employment or contract in case of the staff.
5. The Complainant may withdraw a private complaint at any time. Withdrawal ends the complaint-driven process but does not prevent an ex officio process under Article 15(3) where substantial safety, legal or institutional interests remain.
6. Irrespective of the outcome, the College shall protect the parties, witnesses and participants from retaliation.

Appeal

Article 33 - Right and time to appeal

1. The Complainant and the Defendant have the right to appeal the reasoned decision of the Hearing Committee. They must be explicitly informed of this right by the Vice-Rector at the time of notification of the Hearing Committee decision.
2. A letter of appeal should be addressed to the Vice-Rector within 3 working days after receipt of the reasoned decision. The letter of appeal must indicate its basis and the preferred outcome and should be sent by e-mail.
3. Upon receipt of the letter of appeal, the Vice-Rector will designate an Appeal Panel within 3 working days.

Article 34 - Appeal Panel

The Appeal Panel shall consist of three persons designated by the Vice-Rector. Those persons shall not have participated in the original case. The composition should avoid the academic units and direct reporting lines of both parties where practicable. A different Legal Counsel and external expert should be part of the Appeal Panel.

Article 35 - Scope and determination of appeal

1. The Appeal Panel will review the original complaint and response, evidence, approved minutes and written decision. It may request further information from persons involved in the original procedure.
2. The appeal determines whether the Hearing Committee reached a reasonable finding on the alleged breach, followed a fair procedure, and imposed appropriate and proportionate outcomes.
3. A new hearing shall be held only where new evidence or witnesses are presented or where a material procedural defect makes a new hearing necessary. The Chair of the Appeal Panel shall decide this question and may refuse to admit new evidence or hear new witnesses where they could reasonably have been presented to the Hearing Committee.
4. The Appeal Panel shall issue a reasoned written decision within 5 working days after its final constitution. If a new hearing is necessary, it shall take place within that period and the decision shall be issued within 3 working days after the hearing.
5. The Appeal Panel may uphold, vary, partially overturn or entirely overturn the appealed decision. Its decision is final within this Code, without prejudice to any mandatory employment, statutory or judicial remedy.
6. On procedural matters not modified by this Section, the provisions applicable to the Hearing Committee apply *mutatis mutandis* to the Appeal Panel.



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Interim Measures

Article 36 - Automatic and additional interim measures

1. When a formal process is initiated, the following measures apply automatically:
 - a. a personal contact restriction between the Complainant and Defendant and between each party and witnesses identified by the other party, subject to any necessary academic arrangement approved by the College; and
 - b. a prohibition on directly or indirectly coercing, pressuring, threatening or inducing another person not to report, complain, cooperate or testify.
2. The Vice-Rector may act at the request of a Mediator, Hearing Committee, Appeal Panel or party, or on their own initiative, to adopt additional measures protecting the College Community or a party.
3. In deciding on interim measures, the Vice-Rector shall balance the likelihood and seriousness of harm to the Complainant or third persons against potential harm to the Defendant. Interim measures are precautionary and do not constitute a finding of responsibility.
4. Additional measures may include psychological and administrative assistance; academic waivers without a medical waiver; changes to classes, assessment, supervision or duties; temporary relocation of the Defendant or, at the Complainant's request, the Complainant; restricted access to specified spaces; and online class attendance.
5. Where a complaint concerns an intimate or personal relationship involving academic, administrative or residential authority, the College shall immediately separate the relevant teaching, assessment, supervision, disciplinary or decision-making responsibilities pending final resolution.

Article 37 - Duration

1. Interim measures shall be implemented as soon as possible and reviewed periodically. In mediation they last until mediation ends or are replaced. In a formal process they last until expiry of the appeal period and, if an appeal is filed, until the appeal decision, unless varied or extended under another lawful authority.
2. A party may request review of an interim measure based on changed circumstances, disproportionate impact or new information. The review must be conducted by a non-conflicted person designated by the Vice-Rector.

Prevention Measures

Article 38 - Training and awareness

1. All members of the College Community shall be invited to annual training appropriate to their roles. Initial Points of Contact, mediators, Committee members and Appeal Panel members shall receive role-specific training before acting.
2. At least once per academic semester the College shall conduct an anonymized community survey concerning matters addressed by this Code.



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3. The Advocate for Equality, Diversity and Inclusion and the Wellbeing Officer, within their respective roles and in cooperation with relevant internal and external partners, shall contribute to preventive and educational activities supporting inclusion, psychological safety, well-being, belonging and a respectful community culture.
4. Education should address discrimination, intersectionality, intolerance, bullying, mobbing, harassment, stalking, violence, sexual misconduct, consent, abuse of power, conflicts of interest, bystander intervention, available support and reporting routes.
5. Academic departments are encouraged, where appropriate, to include education on discrimination, racism, sexual violence, research and academic integrity, and ethical use of authority in curricula and training. Sensitive topics should be delivered by persons able to respond appropriately to disclosures and trauma-related reactions.

Article 39 - Bystander reporting

1. The College shall maintain an accessible web form, an e-mail address or another appropriate channel for anonymous bystander reports. An anonymous report does not automatically initiate a finding against any person but may inform support, risk assessment, prevention and a lawful ex officio process.
2. A witness may report conduct to any Initial Point of Contact. The report shall be referred securely to the Advocate for Equality, Diversity and Inclusion, who may contact the affected person to offer support and explain available options, where doing so is safe and appropriate.
3. Bystander information is handled under Article 17. If the Advocate for Equality, Diversity and Inclusion is the subject of the report, the Head of Compliance and Regulatory Affairs Office or a Legal Counsel shall assume the relevant responsibilities.

Records, Review and Final Provisions

Article 40 - Records and precedents

1. Case files shall be stored securely by the Advocate for EDI or another designated office in accordance with the College's personal-data retention, access and deletion rules.
2. Anonymized decisions of Hearing Committees and Appeal Panels shall be retained for consistent future guidance. They are not binding precedents and must not be used to identify parties or witnesses.
3. Records of Advocate, psychological or legal-support communications shall remain separate from disciplinary files except where disclosure is authorized or legally required.

Article 41 - Review

This Code shall be reviewed annually by the Advocate for EDI in consultation with the Head of Student Engagement Office, Staff Confidants, Head of Compliance and Regulatory Affairs Office, Director of Studies, student representatives and other relevant stakeholders. Proposed amendments shall be submitted to the Vice-Rector.

Article 42 - Applicable rules, acknowledgment and amendment

1. If the Vice-Rector is conflicted, the replacement mechanism in Article 23(4) applies.



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2. Matters not regulated by this Code are governed by the Study Regulations, Staff Work Regulations where applicable, other College policies, Polish law and applicable international law. Those rules also apply where a party does not use or comply with a procedure under this Code.
3. Every student, faculty member and staff member must be informed of and have access to this Code. Students acknowledge it through the applicable enrolment or onboarding process; employee acknowledgments may be retained in personnel files as required by the Work Regulations.
4. The College of Europe in Natolin may amend this Code or adopt urgent supplementary measures where necessary to protect the College Community, subject to applicable governance rules and law. Material changes shall be communicated promptly. Unless an amendment expressly provides otherwise, the procedural rules in force when a complaint is initiated apply to that procedure, while more protective interim or support measures may be applied immediately.
5. This Code enters into force on 7 September 2026 following its formal adoption by Vice-Rector.





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Equality, Diversity, and Inclusion Plan

1. Guiding principles

Since its foundation in 1992, the College of Europe in Natolin has been a multinational institute of postgraduate studies. The very idea of its creation was to create a diverse community of university graduates from different countries who would jointly study the European integration process and by working and living together, come to better understand their respective cultures and countries and ultimately contribute to the European Project. In the last 10 years, the student body every year consists of c. 130 students from c. 30 countries, with an equally international body of staff coming from c. 20 countries.

2. Value based commitments and goals

The diversity of the community has always been at the heart of the College of Europe in Natolin and is reflected in the number of countries or students come from, in their diverse social and educational background and in the gender balance. Moreover, it must be noted that over 100 professors, experts and civil servants forming a multicultural “flying faculty” and representing a diversity of teaching approaches, social and educational backgrounds, annually contribute to the academic programme.

Outside of the official academic programme, students are offered a rich set of extracurricular debates, lectures and seminars and conferences. These formats offer a unique forum for discussion and analysis of European affairs, issues related to *inter alia* the fundamental principles of freedom, democracy, equality, dignity, or the respect for human rights, all of which lie at the heart of the European integration process and European values as such.

This care and attention paid to the composition of the small community that lives together on the campus located next to a natural reserve has always been one of the key guiding principles in recruiting students and staff.

Acknowledging the importance of **equality, diversity and inclusion** for the European Project and our mission, we consistently strive to support its potential on the ground of these values. Therefore, as a community at the College of Europe Natolin:

- We commit to creating an atmosphere of respect for equality and diversity among students and staff.
- We commit to strengthening an empathetic approach and mutual respect and courtesy in all interactions between the students and staff of the College of Europe in Natolin.
- We commit to raising awareness and supporting equality, diversity and inclusion among students and staff.
- We commit to identifying any potential gender biases and developing innovative strategies to address them.
- We commit to act against any form of discrimination or mobbing.

3. Where we currently stand in implementing the values of equality diversity and inclusion

The composition of the student and permanent staff bodies, together forming the community, reflects the values that we aim to uphold:



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- In the academic year 2023-2024 we had students of 33 nationalities (55% Female, 45% male), with staff of 20 nationalities (49% female, 51% male).
- In the academic year 2024-2025 we had students of 30 nationalities (59% female, 41% male), with staff of 18 nationalities (48% female, 52% male).
- In the academic year of 2025-2026 we had students of 33 nationalities (49.5% female, 49.5% male), with staff of 15 nationalities (49% female, 51% male).

This gender-balanced and diverse community is a result of systematic care and effort by the administration to uphold and secure the diversity of our community.

In our understanding of diversity, we focus not only gender balance, but we see equality, diversity and inclusion as referring to "sex, age, disability, race, religion, nationality, political belief, ethnicity, religious denomination, language and culture, sexual orientation and parental status".

To strengthen and uphold these values, the role of an Advocate for Equality, Diversity and Inclusion was formally adopted in July 2021.

The Advocate for Equality, Diversity and Inclusion is responsible for promoting diversity and counteracting discrimination and exclusion, through:

- conducting an assessment of needs and supporting initiatives on equality, diversity and inclusion;
- offering consultation in the field of care for equality, diversity and inclusion;
- counteracting all forms of discrimination and exclusion;
- in the event of reporting of an alleged violation of equality, diversity or inclusion, helping to diagnose the problem, choosing the method of its solution, inter alia by recommending and carrying out mediation.

In selecting a staff member to take this responsibility, we put great care into selecting a person who has the professional and personal capabilities to address these issues in a professional and empathetic manner.

In case a student or staff member feels these values are not being upheld, or would feel discriminated against, they can follow the procedure outlined in our Student Code of Conduct (for students) and Policy against Discrimination and Mobbing (for staff) respectively.

The Student Code of Conduct clearly states the expected values and boundaries in mutual interactions within the community, at the same time offering a clear procedure to report, address and proceed in case discrimination or mobbing would occur.

The Student Code of Conduct and the role of the Advocate for Equality, Diversity and Inclusion are introduced during the beginning of each academic year.

The College of Europe in Natolin is committed to creating an accessible and inclusive environment for students and staff, especially those with specific **disabilities**. Over the years, based on the feedback from the students and staff, there have been numerous adjustments made in our facilities to allow wheelchair access to the venues.

Students and staff can also benefit from the support of our Academic and ICT departments, who are prepared to provide solutions for students, in particular with speech or hearing impairment.



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4. Equality, Diversity, and Inclusion Plan - moving forward

Our Equality, Diversity and Inclusion Plan is based on continuing good practices and developing new ones.

a. Raising awareness and monitoring of equality, diversity, and inclusion in the community

At the beginning of each academic year several initiatives are implemented with the aim of underlining the importance of these values and supporting students and staff in taking responsibility for upholding them in the daily life of the campus community.

- Cross-Cultural Communication Workshop

The objective of this workshop is to provide participants with an awareness and an understanding of the issues that allow them to communicate effectively across cultures. The learning outcomes associated with this workshop are the following:

- Identity and Intercultural Communication - explaining the concepts of culture and identity and providing an understanding of the socialization and categorization of individuals into cultural groupings and its consequences for communicating cross-culturally.
- Understanding Cultural Difference - providing an appreciation of general cultural differences and how these impact the patterns of interaction and the communication process.
- Intercultural Effectiveness and Competence - enabling participants to better understand and be prepared to deal with a broad cross-section of people from a range of cultures.

- Consent & Boundaries Workshop

This workshop is a milestone in our Natolin-resident community. It is a crucial part of our programme to ensure that the College is a safe space for all. The program is designed in an interactive way that allows students to exchange and express views freely, while acquiring new knowledge. By the end of the workshop, participants will have a space for reflection on the importance of consent and personal boundaries, and they will get to know the concept of consent. Moreover, the workshop will give a clear explanation of how to give consent and how to act when they see potentially dangerous situations.

- A meeting of the Wellbeing Officer with students and staff to inform them about:
 - the College of Europe in Natolin holding strong stance and commitment on upholding values of Equality, Diversity, and Inclusion;
 - whom they can reach out to if they feel these values are not respected (Advocate for Equality, Diversity, and Inclusion);
 - what policies and procedures are in place to safeguard these values in the community (Student and Staff Code of Conducts, Policy against Discrimination and Mobbing for staff).
- A review at the end of the first semester with the students and, organized by the Wellbeing Officer, to discuss their respective experience in the community during the first weeks and to address any concerns that might have surfaced.
 - Regular check-in with the Student Representatives and the Social Committee, monitoring whether any issues have arisen and potentially how to address/mitigate them.

b. End of the year review and recommendations for the future - Natolin Consultation Days

Every year in the last month of the academic year, students receive a comprehensive “End of the Year Survey”, where they assess and comment on their campus experience, the academic and service offer.



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Part of the survey is dedicated to inquiring about any potential issues that might have occurred during the academic year regarding equality, diversity, and inclusion in the community - i.e., discrimination or breaching of boundaries. The results of this survey are analysed in detail by respective departments to identify what went well and what could be done differently, and to prepare proposals of solutions or improvements for the next academic year. The month of July is dedicated to numerous consultation sessions, when various working groups reflect on the passing academic year, discuss the above-mentioned proposals for improvements and decide which are to be implemented in the coming year.

- To be implemented:
 - The Advocate for Equality, Diversity, and Inclusion will prepare and send a separate survey sent to staff members (Staff Equality Diversity and Inclusion Survey) to inquire about their assessment of how from their perspective these values were observed and upheld during the academic year.
 - The Advocate will meet with respective Heads of Offices to discuss the survey results and inquire about any additional comments or observations. Individual, face-to-face meetings give the opportunity to discuss more comfortably any challenges or needs identified in respective departments.
 - Based on the End of the Year Student Survey, the Staff Equality Diversity and Inclusion Survey and individual meetings with Heads of Offices, the Advocate prepares a summary with recommendations and presents them at a respective consultation meeting to the Heads of Offices and the Vice-Rector. The decisions taken during this meeting will be then implemented by the Advocate or respective Heads of Offices in the new academic year.