

ANNEX 1.
INSTITUT RAMON LLULL
INTERNAL COMPLAINT FORM
FOR SEXUAL HARASSMENT,
HARASSMENT ON GROUNDS
OF SEX, GENDER, GENDER
IDENTITY, GENDER
EXPRESSION AND SEXUAL
ORIENTATION

CONSORTIUM OF THE
INSTITUT RAMON LLULL

ANNEX 1. INSTITUT RAMON LLULL INTERNAL COMPLAINT FORM FOR SEXUAL HARASSMENT, HARASSMENT ON GROUNDS OF SEX, GENDER, GENDER IDENTITY, GENDER EXPRESSION AND SEXUAL ORIENTATION

APPLICANT

- ☐ Person affected
- ☐ Workers' legal representative
- ☐ Other (please specify): _____

If the complaint is not made by the person concerned, the person submitting the complaint declares that the person concerned has been informed and gives their consent to this complaint being submitted and to the request for activation of the Institut Ramon Llull's Protocol for the prevention, detection, action and resolution of situations of sexual harassment, harassment on grounds of sex, gender, gender identity, gender expression and sexual orientation.

TYPE OF HARASSMENT

- ☐ Sexual
- ☐ On grounds of sex or gender
- ☐ Due to LGBTI-phobic behaviour

DETAILS OF THE PERSON AFFECTED

Name and surnames: _____

National identity document/Foreigner identity number: _____ Sex: ☐ Female ☐ Male

Place of work: _____

Area or department of work: _____

Contact telephone number: _____

Remarks: _____

DETAILS OF THE SUBJECT OF THE COMPLAINT

Name and surnames: _____

Sex: ☐ Female ☐ Male

Place of work: _____

Area or department of work: _____

Working relationship with the victim:

- ☐ Higher hierarchical level
- ☐ Same hierarchical level
- ☐ Lower hierarchical level
- ☐ Other (please specify): _____

DESCRIPTION OF THE ALLEGATIONS

Explain the events leading to the complaint, attaching as many pages as necessary, including the dates on which the events took place, where possible.

WITNESSES AND EVIDENCE

a) If there are witnesses, give their names and surnames.

b) Please list any documents attached to the allegation.

REQUEST

☐ I request the activation of the Protocol for the prevention, detection, action and resolution of situations of sexual harassment, harassment on grounds of sex, gender, gender identity, gender expression and sexual orientation at the Institut Ramon Llull.

CONSENT AND KNOWLEDGE

☐ I give my consent for the reference persons who are members of the Institut Ramon Llull's committee investigating and dealing with situations of harassment to take the appropriate action to examine the situation and issue the relevant decision, taking into account the confidentiality of the entire procedure with regard to everyone involved and the protection of their personal data, as set forth in Organic Law 3/2018, Law 21/2000 and Law 41/2002.

☐ I am aware that the Institut Ramon Llull's committee investigating and dealing with situations of harassment is obliged to inform the person against whom the complaint is made at the start of the procedure involving the actions to be taken.

INFORMATION ABOUT PERSONAL DATA PROCESSING

The personal data provided in this form will be processed by the Institut Ramon Llull for the sole and exclusive purpose of addressing and managing the request for intervention in compliance with the obligations deriving from Law 31/1995 and Organic Law 3/2007 and will be stored for the time necessary to achieve that objective.

The personal data generated during the intervention requested may be passed on to the Public Prosecutor's Office, courts or law enforcement agencies.

Data subjects may exercise their rights of access, rectification, erasure and data portability, of restriction and objection to processing, and of no longer being subject to decisions based solely on the automated processing of their data, if applicable, by sending an e-mail to the following address: dpd@llull.cat.

Place and date

Applicant's signature

This document must be sent to the address provided to that end.

The Institut Ramon Llull's committee investigating and dealing with situations of harassment is responsible for the receipt of this email.

