



Order No. 16/2025
of the Director of the Institute of Geophysics, Polish Academy of Sciences,
of 17th October 2025

**regarding the appointment and scope of activities of the Trust Ombudsman at the
Institute of Geophysics, Polish Academy of Sciences**

Based on § 11 section 1 of the statute of the Institute of Geophysics, Polish Academy of Sciences, adopted by the Scientific Council of the Institute of Geophysics, Polish Academy of Sciences on 26 October 2023, approved by the President of the Polish Academy of Sciences on 25 January 2024, and the *Gender Equality Plan for the Institute of Geophysics, Polish Academy of Sciences for 2025-2030*, constituting an annex to Order No. 10/2025 of the Director of the Institute of Geophysics, Polish Academy of Sciences of 26 March 2025 on the *Gender Equality Plan for the Institute of Geophysics, Polish Academy of Sciences*, the following is ordered:

§ 1.

The Order defines the scope of activities and the manner of operation of the Trust Ombudsman, hereinafter referred to as the "Ombudsman", at the Institute of Geophysics, Polish Academy of Sciences, hereinafter referred to as the "Institute".

§ 2.

1. The Ombudsman is appointed by decision of the Director of the Institute from among the Institute's employees, after prior consultation with the Independent Trade Union of Employees at the Institute of Geophysics, Polish Academy of Sciences.
2. The Ombudsman is appointed for a four-year term.
3. The Director may dismiss the Ombudsman by decision before the end of the term for a justified reason.
4. In the event that the Ombudsman resigns from the position before the end of the term of office or the employment relationship is terminated, the Director shall appoint a new Ombudsman.
5. The function of the Ombudsman can not be combined with membership in the Anti-Mobbing and Anti-Discrimination Committee, the Disciplinary Committee, serving as the Director or Deputy Director, nor with the function of the Disciplinary Ombudsman at the Institute.

§ 3.

1. The Ombudsman shall be guided by the principles of confidentiality, impartiality, neutrality, and autonomy in their activity.
2. The Ombudsman's activities carried out in the course of performing their duties are informal in character.

§ 4.

1. The Ombudsman's role is to assist all employees and PhD students in resolving complaints, problems, and conflicts, and to promote amicable dispute resolution methods and high ethical standards in work at the Institute.
2. The Ombudsman's responsibilities include, in particular:
 - 1) acting as a mediator and conducting mediation in work-related disputes as a neutral party;
 - 2) providing advice on how to resolve reported work-related matters and assisting with written and oral communication;
 - 3) directing the reporting person to the appropriate services, units, or institutions competent to resolve the given work-related matter.
3. The Ombudsman shall submit to the Director a written report on their activities by 31 January of each year, and within 30 days of the end of their term of office.

§ 5.

The Ombudsman may undertake action:

- 1) at the request of an employee of the Institute;
- 2) at the request of a PhD student of the Institute or the PhD Students' Council;
- 3) at the request of the Director;
- 4) at the request of the Independent Trade Union of Employees at the Institute of Geophysics, Polish Academy of Sciences;
- 5) on their own initiative.

§ 6.

The Ombudsman shall carry out the tasks referred to in § 4 in particular by:

- 1) holding conversations or consultations with the persons referred to in § 5 points 1–4;
- 2) providing written information;
- 3) taking the initiative to identify and establish contact with all persons involved in the conflict and organizing individual and joint meetings with persons involved in the conflict;
- 4) supporting the parties referred to in § 7 point 3 in seeking common interests and developing possible solutions to conflicts or disputes, as well as explaining the benefits of the proposed forms of resolutions;
- 5) promoting information about the Ombudsman's activities within the Institute and cooperating with employees and PhD students to effectively resolve conflicts and use alternative dispute resolution methods;
- 6) cooperation with other ombudsmen in Poland and abroad.

§ 7.

1. Requests for assistance from the Ombudsman shall be submitted in person during a meeting with the Ombudsman or via official email.
2. The request shall indicate the person responsible for the reported conduct, the person whose legal interests may have been directly violated or threatened by such conduct, and a description of the complaints, including evidence. The request must concern a situation that took place on the premises of the Institute or was functionally related to the activities of the Institute.
3. Upon receipt of the request, the Ombudsman shall hold separate meetings with the reporting person, the person whose legal interests may have been directly violated or threatened, and the person whose conduct has been reported, in order to obtain

explanations, conduct mediation, and find a mutually acceptable solution. If necessary, the Ombudsman may also consult other persons.

4. The procedure shall not last longer than 21 days from the date of submission of the request.
5. All parties participating in proceedings before the Ombudsman are obliged to maintain confidentiality.
6. In the event that an agreement is reached, its content and conditions shall be set out in a protocol containing a concise description of the case, signed by the parties and the Ombudsman.
7. Documentation created in the course of the Ombudsman's activities shall be kept for a period of 3 years in the Office of the Director of the Institute.

§ 8.

If the case reported to the Ombudsman falls outside the scope of tasks defined in § 4, the Ombudsman shall refer the reporting person to the appropriate committee or body established to deal with such matters.

§ 9.

The Order comes into force on the date of its announcement.



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**Director of the Institute
of Geophysics, Polish Academy
of Sciences**