

# Written report of inappropriate behaviour

To be submitted to the Reporting Office

Regulation RSETHZ 615

- If you are affected by inappropriate behaviour, you can choose to submit a written report to the Reporting Office Conflict and Respect Management by e-mail (= formal phase). The aim of the written report in the formal phase is to clarify the details of the incident, de-escalate, define a mutually agreed solution or appropriate measures.
- After submitting the formal report, the Reporting Office Conflict and Respect Management will not only exchange with the person affected by inappropriate behaviour, but also with the person suspected of causing the conflict and any third parties who were involved.
- Without disclosure of the identity of the persons involved, in-depth clarifications are not possible. Therefore, the anonymity of the person affected by inappropriate behaviour will be disclosed to the person suspected of causing the conflict.
- The Reporting Office Conflict Management will inform the persons involved about the further procedure.
- If you have any questions, please contact the Reporting Office Conflict and Respect Management.

## *Reporting Person*

Name \_\_\_\_\_ First name \_\_\_\_\_  
Function \_\_\_\_\_  
Department/Division \_\_\_\_\_ Work place (incl. room)<sup>1</sup> \_\_\_\_\_  
Institute/Unit<sup>1</sup> \_\_\_\_\_

## *Incident*

Who was affected by the incident?

- Reporting Person (see details above)
- Other Person
- Name \_\_\_\_\_  
First name \_\_\_\_\_  
Function \_\_\_\_\_  
Department /Division \_\_\_\_\_  
Institute/Unit<sup>1</sup> \_\_\_\_\_  
Work place (incl. room)<sup>1</sup> \_\_\_\_\_

<sup>1</sup> If applicable



Who is the person who presumably caused the inappropriate behaviour?

Name	_____	First name	_____
Function	_____		
Department/Division	_____	Work place (incl. room) <sup>2</sup>	_____
Institute/Unit <sup>2</sup>	_____		

When did the incident happen?  
Was it a single occasion or was it recurring?  
*Please give details about the time and be as precise as possible.*

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Where did the incident happen?

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Did anybody observe the incident or were additional people involved or affected?

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What exactly happened?

*Please describe in as much detail as possible what happened. What was done or said?  
(Please add separate pages if the space is not sufficient.)*

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<sup>2</sup> If known



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Swiss Federal Institute of Technology Zurich

How was the incident carried out? How was it done?  
*(physically, verbally, written, via third parties...)*

What impact did the incident have?  
*(emotions, physical/health consequences, interpersonal effects with colleagues or superior ...)*

Who did you consult before, what has already been done?


**Please add all documents, which affirm or document the reported incident (e-mails, screenshots, pictures, bullying diary).**

Place \_\_\_\_\_ Date \_\_\_\_\_

Full name \_\_\_\_\_

Signature of the reporting person \_\_\_\_\_

With my signature, I confirm that the information provided is truthful and correct.

ETH Zurich  
Reporting Office Conflict and Respect Management  
Binzmühlestrasse 130  
8092 Zurich

reporting-office-conflict-management@ethz.ch  
www.respect.ethz.ch

To be filled out by the reporting office

Report received		Case-ID	
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