

## **UNIVERSITY POLICY CONCERNING VULNERABLE POPULATIONS**

1. The University attributes great importance to the respectful treatment of every person and every affiliation group, and takes a severe view of any discriminatory or offensive attitude on the part of University employees and/or students.
2. The University believes that special protection should be extended to vulnerable populations such as minors, disabled persons, the helpless, wards, minority groups and persons who are exposed to harms such as sexual harassment, bullying, exploitation etc.
3. The University seeks to prevent harm to the protected populations, and maintains various mechanisms for the prevention, reporting and treatment of manifestations thereof.
4. A person who considers himself and/or any other person to have been harmed as stated in this document is requested to contact the bodies specified below for further investigation and treatment, according to the area of expertise of each body.
5. Additional information is available on the websites of the University as updated from time to time.

### **COMMISSIONERS FOR THE PREVENTION OF SEXUAL HARASSMENT**

6. There are two University Commissioners for the Prevention of Sexual Harassment: one from the academic staff, and one from the administrative staff, as well as deputy commissioners who are located throughout the various campuses.
7. The Commissioners are responsible for disseminating information for the purpose of prevention, investigation and handling of complaints about sexual harassment and persecution stemming from sexual harassment or from a complaint about sexual harassment.
8. The Commissioners and their deputies undergo at least 18 hours of training that deals with the nature of the position, familiarization with the law, means of prevention and of handling complaints, as required by law.
9. The University has enacted Regulations for the prevention of sexual harassment which are published in three languages (Hebrew, English and Arabic) for each University community and on a website dedicated to this subject: <https://hatrada.huji.ac.il>.
10. The Regulations regulate various subjects, including the requirement to report sexual harassment or persecution, and the disciplinary action in such cases.
11. The University community is required to participate in an e-training session on the subject of sexual harassment. Any member of the University community who does not complete the e-training session is subject to sanctions, as determined by the University.
12. The Commissioners prepare an annual report describing the various actions that were adopted to prevent sexual harassment at the University, the number of complaints that were submitted

and how they were handled, without identifying particulars. The report is submitted to the President of the University, the Rector and the Director General, and an annual discussion of the Report is held by the Management Committee and the Standing Committee of the University with the participation of the Commissioners. In addition, the report is submitted to the Council for Higher Education, to the Authority for the Advancement of the Status of Women and to the Committee for the Advancement of Women and Gender Equality in the Knesset.

13. The email of the commissioners for the prevention of sexual harassment: [hatrada@savion.huji.ac.il](mailto:hatrada@savion.huji.ac.il)
14. The University has enacted procedural regulations prohibiting intimate relations between teachers and students, and in authority relationships at work. Below is the link to the Procedure:  
[https://openscholar.huji.ac.il/sites/default/files/acs/files/prohibition\\_of\\_consensual\\_intimate\\_relations-heb.pdf](https://openscholar.huji.ac.il/sites/default/files/acs/files/prohibition_of_consensual_intimate_relations-heb.pdf)

#### **COMMISSIONER FOR STUDENT COMPLAINTS – PERSONAL COMPLAINTS AND COMPLAINTS CONCERNING DISCRIMINATION**

15. The Commissioner for Student Complaints is responsible for handling complaints received from students, candidates for studies and graduates of the University concerning academic, administrative and personal matters.
16. The Commissioner handles complaints that are submitted to him, and he is authorized to investigate, *inter alia*, whether the complaints were received in accordance with University procedures. A complaint may be submitted to the Commissioner for Student Complaints after the appeal procedures set in the various University regulations have been exhausted.
17. Furthermore, the Commissioner is authorized to handle complaints that deal with harm against the background of affiliation to a particular group (national, gender, religion, political views etc.), including physical, verbal or other harms.
18. The powers and the activity of the Commissioner for Student Complaints are regulated in the following Regulations: <https://studean.huji.ac.il/sites/default/files/deansoffice/files/kvilut.pdf>
19. The email of the Commissioner for Student Complaints: [kvilot@savion.huji.ac.il](mailto:kvilot@savion.huji.ac.il)

#### **UNIVERSITY OMBUDSMAN**

20. The University Ombudsman is responsible for carrying out the investigation in personal cases connected to the conduct of any of the University authorities and/or any of its employees and/or any other group subject to control. The Ombudsman is also the address regarding misconduct connected to the actions of University units and/or any of its workers, even if the person making the complaint has not suffered personal harm.
21. The Ombudsman examines, *inter alia*, if the actions of the bodies being investigated are proper from the point of view of compliance with the law, whether University mandatory

provisions have been enacted lawfully and with authority, and if they are properly enforced. The Ombudsman also looks into the actions of the bodies being investigated from the point of view of proper administrative conduct, quality of service, thrift, efficiency and moral integrity.

22. The Ombudsman submits an annual review report to the President of the University and the Control Committee
23. The email of the Ombudsman: [bikoret@savion.huji.ac.il](mailto:bikoret@savion.huji.ac.il)

#### **DISCIPLINE – STAFF AND STUDENTS**

24. There are several sets of Disciplinary Regulations at the University whose purpose is to ensure proper behavior on the part of the University community, to lay down procedures, and to conduct disciplinary proceedings as necessary.
25. Insofar as a suspicion exists of harm to a protected population on a disciplinary matter perpetrated by a member of the University community, action is to be taken in accordance with the relevant Regulations.
  - 25.1 Students Disciplinary Regulations:  
[https://openscholar.huji.ac.il/sites/default/files/acs/files/mishmaat\\_talimidim.pdf](https://openscholar.huji.ac.il/sites/default/files/acs/files/mishmaat_talimidim.pdf)
  - 25.2 Administrative Staff Disciplinary Regulations  
[https://hr.huji.ac.il/sites/default/files/hr/files/tqnv\\_n\\_hmshmt\\_shl\\_hvbdym\\_hmynhlyym.pdf](https://hr.huji.ac.il/sites/default/files/hr/files/tqnv_n_hmshmt_shl_hvbdym_hmynhlyym.pdf)
  - 25.3 Academic Staff Disciplinary Regulations  
[https://openscholar.huji.ac.il/sites/default/files/acs/files/mishmaat\\_segel.pdf](https://openscholar.huji.ac.il/sites/default/files/acs/files/mishmaat_segel.pdf)
26. Email of the Academic Secretariat (Academic staff and students):  
[huacademicsecretary@savion.huji.ac.il](mailto:huacademicsecretary@savion.huji.ac.il)
27. Email of the Human Resources Department (administrative staff): [dotanz@savion.huji.ac.il](mailto:dotanz@savion.huji.ac.il)

#### **COMMISSIONER FOR ACCESSIBILITY**

28. The Accessibility Unit of the University operates with the aim of making the University an egalitarian and accessible domain for various student and employee populations.
29. The Unit provides services to students who are dealing with various physical, emotional, health and sensory disabilities.
30. In the framework of the activity of the Unit, information and help may be obtained with respect to the rights of students with disabilities within the University and outside of it, as follows:
  - 30.1 Assistance in self-advocacy, mediation with various University bodies (lecturers, secretariats and others);
  - 30.2 Referral to diagnostic or remedial bodies and to additional relevant services at the University and outside of it, as necessary;

- 30.3 Counselling on matters of remedial technology: FM devices, ergonomic equipment and support software;
- 30.4 Provision of recommendations for adjustments in examinations on the basis of medical authorizations.
- 30.5 Cooperation with the National Insurance Institute and the Ministry of Defense, and help in realizing rights to receive auxiliary services (mentoring, auxiliary lessons, transcription etc.)

Email of the Accessibility Unit: [negishut@savion.huji.ac.il](mailto:negishut@savion.huji.ac.il)

#### **UNIT FOR DIAGNOSIS AND SUPPORT OF STUDENTS WITH LEARNING DISABILITIES AND ATTENTION DEFICIT DISORDERS**

- 31. The Unit provides diagnostic, counselling, aid and support services for students with learning disabilities and attention deficit disorders, in the course of their academic studies. In addition, the Unit operates a designated support program for students on the Asperger Scale.
- 32. The Unit offers an accepting, supportive and understanding environment for students with learning disabilities and attention deficit disorders and provides a range of services such as: diagnosis of learning disabilities and attention deficit disorders (including an attention clinic, and offering medication where necessary), support in relation to adjustments in examination procedures and study of their efficiency, consultation, training, accompaniment and support in different and various ways.
- 33. Contact can be made by email as follows:
  - Mount Scopus campus: [liatza@savion.huji.ac.il](mailto:liatza@savion.huji.ac.il)
  - Edmond Safra campus: [ld.givatram@gmail.com](mailto:ld.givatram@gmail.com)
  - Rehovot campus: [shirleyh@savion.huji.ac.il](mailto:shirleyh@savion.huji.ac.il)

#### **UNIT FOR EQUAL OPPORTUNITIES**

- 34. The purpose of the Unit is to facilitate the adjustment of ultra-Orthodox students, new immigrants, students from the “periphery” and Arab students, who are struggling to fully realize their learning and personal potential due to financial, personal, academic and/or social difficulties, as well as difficulty in combining their studies with family life and other commitments.
- 35. The Unit is also responsible for developing special programs for the purpose of preventing students dropping out of studies and for the maximization of the abilities of the above students, and also, to increase representation of these populations amongst the general student population.

36. The Unit provides a package of academic mentoring, development of learning skills, summer courses, social support and more, all with the aim of enabling both the personal success of the students and the moral commitment of the University to all the groups that enrich the human fabric of Israeli society.
37. The phone number of the unit: 02-5882367.

## **ETHICS**

38. The Standing Committee of the Senate appoints a general University Ethics Committee that formulates policy on matters of ethics of scientific research, advice to Faculty ethics committees, approval of procedures and appeals tribunals on the decisions of the Faculty ethics committees.
39. In addition, Faculty ethics committees are responsible for approving research projects.
40. The subject of ethics, and particularly in relation to carrying out research on various populations, including a protected population, is regulated in a set of procedural regulations.
41. The link to the procedural regulations:  
[file:///C:/Users/Owner/Downloads/ethics\\_research\\_in\\_humans.pdf](file:///C:/Users/Owner/Downloads/ethics_research_in_humans.pdf)

## **EDUCATIONAL FRAMEWORK FOR YOUNG CHILDREN**

42. The University provides the University community with frameworks for caring for babies and young children.
43. These frameworks are under the supervision of the Office of the Dean of Students.
44. In cases in which there is a suspicion of harm to babies and/or children, the Dean of Students must be contacted at: [dstudents@savion.huji.ac.il](mailto:dstudents@savion.huji.ac.il)

## **PSYCHOLOGICAL SERVICE**

45. The Psychological Service system at the University offers psychological help and advice to those of the University community who are in distress. The Service offers the best and most modern professional treatment systems within the University environment.
46. The professional staff is comprised primarily of psychologists alongside social workers and a psychiatrist. Each of the staff members is an expert in one or more fields of therapy.
47. Information on contacting the psychological service may be found at the following link:  
<https://studean.huji.ac.il/book/%D7%A0%D7%94%D7%9C%D7%99-%D7%A4%D7%A0%D7%99%D7%94->

#### **HUMAN RESOURCES DEPARTMENT**

48. The University complies strictly with the provisions of the law, particularly the various labor laws.
49. The employment of any minors at the University is carried out in compliance with the provisions of the Youth Employment Law, 5713-1953 and the Regulations thereunder.
50. Moreover, the University acts in accordance with the provisions of the Law for the Prevention of the Employment of Sex Offenders in Certain Institutions, 5761-2001, in the relevant units.
51. The website of the Human Resources Divisions: <https://hr.huji.ac.il/>

#### **OFFICE OF THE LEGAL ADVISOR**

52. The Office of the Legal Advisor at the University provides ongoing legal advice to the University administration and its various units in all areas of the various activities of the University and guides them on compliance with the provisions of the law, and particularly the Penal Law, the Prevention of Sexual Harassment Law, the Employment of Youths Law, the Prevention of the Employment of Sex Offenders in Certain Institutions Law, and others.
53. The email of the Office of the Legal Advisor: [legaladv@savion.hui.ac.il](mailto:legaladv@savion.hui.ac.il)