Appendix No. 1

to the Procedure[[1]](#footnote-1)

**Template of a request to resolve a case informally**

**Ombudsperson for equal treatment**

**and non-discrimination matters at the UWr/the representative of the dean/of the head of a non-departmental unit**

**……………………………**

(unit name)

**for equal treatment**

**and non-discrimination matters\***

I request to resolve a case informally in relation to an alleged act that infringes the principle of equal treatment and anti-harassment or sexual harassment rule committed by …………………………………………………………………………………….. (name and surname of the person whose act is the subject of the request, name of the faculty and/or the organisational unit) to the detriment of

................................................................................................................

(name and surname of the injured person, name of the faculty and/or the organisational unit).

Succinct description of the infringement of the principle of equal treatment and anti-harassment or sexual harassment rule (place and time the offence was committed, its circumstances, description of the act and its consequences):

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I present the following evidence:

1. witnesses:
   1. ………………………………………………………………………………………………………………………(name and surname, name of the faculty and/or the organisational unit)

(…)

1. documents:
   1. ………………………………………………………………………………………………………………………………

(date of drafting and title of the document)

(…)

1. other evidence:
   1. …………………………………………………………………………………………………………………………………(identification)

(…)

\* delete as appropriate

1. In the wording established by § 2 point 2 of the Ordinance referred to in reference 1. [↑](#footnote-ref-1)