

Annex 2

HOW TO SUBMIT A COMPLAINT TO THE ETHICS COMMITTEE OF THE BUT

General

1. The Committee accepts only complaints related to compliance with the BUT Code of Conduct. Complaints of a different nature shall be submitted in accordance with the BUT Control Code.
2. All employees and students of the BUT, as well as lifelong learners at the BUT, may submit a complaint.

Making a complaint

1. Complaints may be made on the form provided in Annex 3. There are several ways of delivering the complaint:
 - by post or in person to: Vysoké učení technické v Brně, Etická komise, Antonínská 548/1, 601 90 Brno
 - by data message to data box ID: yb9j9by
 - electronically by email to: etickakomise@vutbr.cz
2. Complaints shall be submitted to the Chairman of the BUT Ethics Committee. The Chairman shall inform the Rector and the members of the Commission of the receipt of such complaint without undue delay.

Particulars of a complaint

The complaint shall state the following:

- a) details of the person making the complaint;
- b) email and telephone or other contact details of the person making the complaint;
- c) the complainant's explanation of by whom and how the BUT Code of Conduct was supposedly violated;
 - i. an indication of provisions of the BUT Code of Conduct which were supposedly violated;
 - ii. what conduct constituted the violation;
 - iii. the consequences of the violation;
- d) date and signature of the complainant.