



ACTIVITY REPORT

SOCIAL SAFETY COORDINATORS AT BUT

Information on the Social Safety System at BUT

Information on the activities of
Contact and cooperation persons for Social Safety at
faculties, university institutes and units of BUT

PERIOD

04/2024 – 03/2025

Submitted by Social Safety Coordinators:

Mgr. Martina Martínková, Ph.D.

Ing. Bohdana Šlégrová

The report does not contain any specific or identifying information on the initiatives addressed.

Content

SOCIAL SAFETY AT THE BUT.....	3
IN GENERAL TERMS, THE POSITION AND ACTIVITIES OF THE SOCIAL SAFETY COORDINATORS AT THE UNIVERSITY.....	
Chyba! Záložka není definována.	
GENERAL INFORMATION ON THE ACTIVITIES OF THE CONTACT AND COOPERATION PERSONS FOR SOCIAL SAFETY AT THE BUT.....	7
SOCIAL SAFETY SYSTEM AT THE BUT 2024 – 03/2025	8
WEBSITES.....	8
TRUST BOX.....	8
STICKER (brand umbrella).....	9
SOCIAL SAFETY EMAIL	9
MS TEAMS - SOCIAL SAFETY	9
TRAINING OF CONTACT AND COOPERATION PERSONS.....	10
SUGGESTIONS AND CASE WORK OF THE COORDINATORS	10
AREAS OF SUBMITTED SUGGESTIONS.....	12
Suggestions submitted by students	12
Suggestions submitted by male/ female employees	12
SUGGESTIONS DEALT WITH BY CONTACT AND COOPERATING PERSONS	14
AREAS OF SUGGESTIONS FROM STUDENTS	15
AREAS OF SUGGESTIONS MADE BY MALE/FEMALE EMPLOYEES.....	16
SUPPORT TO THE SOCIAL SAFETY SYSTEM AT THE BUT 2024-2025.....	18
SUPPORT FOR AGENDA ACTIVITIES 2025	21
Programme to Support the Development of the Higher Education Sector 2024	21
Programme to Support the Development of Higher Education for 2024-2025.....	20
Programme for the Support of Strategic Management of Higher Education Institutions.....	20
SOURCES.....	21

SOCIAL SAFETY AT THE BUT

No form of undesirable behaviour, including sexual or gender-based harassment, aggression, coercion or intimidation, bullying or discrimination based on any ground, is or will be tolerated at BUT. The BUT strives and will continue to strive to foster a culture of mutual respect, which includes the prevention of the occurrence of undesirable phenomena, at all levels of the University.

Whether the BUT premises are visited by students, staff or visitors, we are committed to ensuring that everyone feels comfortable and safe at all times. We will do our utmost to ensure that the BUT always provides positive and permanently safe environment for study and work.

The words collegiality, integrity, equality, respect, openness and mutual attention are of key importance to the BUT.

IN GENERAL TERMS, THE POSITION AND ACTIVITIES OF THE SOCIAL SAFETY COORDINATORS AT THE UNIVERSITY

The Social Safety Coordinators at BUT, i.e. Ombudsperson (Ombuds), are:

- [Mgr. Martina Martínková, Ph.D.](#) (RE) +420 778 446 617 - Social Safety Coordinator at BUT (Ombuds)
- [Ing. Bohdana Šlégrová](#) (RE) +420 773 764 880 - Representing Social Safety Coordinator at BUT (Ombuds)

The position of Social Safety Coordinator falls under the Department of Human Resources Development of the Rector's Office and was established in March 2023. The first coordinator at BUT was **Ing. Bohdana Šlégrová**, who is also responsible for the management of [the HRS4R strategy \(HR Award\)](#), the Equal opportunities agenda at the BUT ([Gender Equality Plan \(GEP\)](#)), methodological and analytical-statistical areas related to HR and payroll. She is also a member of the BUT Ethics Committee.

From May 2024, the next Social Safety Coordinator at the BUT is **Mgr. Martina Martínková, Ph.D.**, who is also the Equal Opportunities Coordinator. She continues to be responsible for methodological support for the HRS4R/HR Award strategy and gender equality at the BUT. As a HR specialist, she focuses on selected areas of this agenda.

The Office of the Social Safety Coordinators at the BUT is located in the Rector's Office, Antonínská 548/1, Brno 601 90, office A1/2.38. A personal meeting is possible by prior arrangement. In urgent cases, it is advisable to write text message with contact details.

The coordinators can be contacted by phone or email:

- **Common Social Safety email:** socialnibezpeci@vutbr.cz; socialsafety@vutbr.cz
- [Mgr. Martina Martínková, Ph.D.](#)
- [Ing. Bohdana Šlégrová](#)

The Social Safety Advisory Board (from March 2024) is composed of:

- Ing. et Ing. Radomír Kraina - Head of Human Resources Department,
- Mgr. Lucie Schimmelová - Personal Data Protection Officer,
- Ing. Pavel Rohlena - Head of the Internal Audit and Control Department,
- Mgr. Jitka Černá - Psychologist, Continuing Education and Counselling Centre (CECC) BUT,
- Mgr. Veronika Slezáčková - HR specialist, Methodical support for ensuring social safety.

Furthermore, the Coordinators cooperate with the Legal Department of the Rector's Office and the Study Departments or with other departments, always depending on the content of the suggestion.

The activities of the Coordinator and the contact persons are defined in the updated [Guideline No. 12/2024 - Social Safety at BUT](#), which is effective from 1.12.2024 and replaces [Guideline no. 8/2023 - On Social Safety at BUT](#) and the [Methodical directive no. 4/2023 - Methodical directive on Social Safety at BUT](#). The updated Guideline is also available in English.

The Annexes to Guideline No. 12/2024 - Social Safety at BUT includes:

- ✓ Agreement on Confidentiality and Protection of Confidential Information

- ✓ Agreement on Confidentiality and Protection of Confidential Information for Psychologist
- ✓ Informed consent to psychological counselling
- ✓ Consent to the transfer of Social Safety violation data to BUT
- ✓ Complaint for violation of Social Safety at BUT
- ✓ Trust box check record

The Coordinators reported regularly during the year on their agenda and the system being set up, including suggestions for providing support towards the University management, the Rector's Council, Chief Financial Officers, Heads of Departments, the HR Award/GEP/Social Safety Coordination Group, HR Departments and others. Several outputs have been produced for this purpose, notably through newsletters, an article in Events magazine or through the Support website and staff development, which includes both the equal opportunities agenda and HRS4R strategy - The Human Resources Strategy for Researchers/HR Award.

Through the Newsletters and news on the [Support and Development of Employees and Students website](#), the academic and non-academic community of the university was informed.

Coordinators and their responsibilities:

- A. The main agenda of the Coordinators** is to investigate the suggestions submitted. They try to identify these, name them, extract stakeholders and other parties, communicate with management/supervisors and prevent similar situations in the future with their recommendations.
- B. Another part of the agenda is the design and creation of systemic measures** to support social safety at the BUT. These measures are based on the investigation of suggestions and regular consultations with the Legal Department, while also reflecting current events in the academic sphere.
- C. An important area of the agenda is the educational and methodological support** of contact and interested persons in the field of ensuring the social safety system at the BUT. The key role here is played by the support of the university F/UI, which

is an integral part of the activities of the Coordinators. This support includes methodological and conceptual guidance.

D. Awareness, information and education of the academic and non-academic community is a solid part of the whole system.

E. The equal opportunities agenda is an integral part of the social safety agenda.

The Coordinator confirms the existence of the BUT Gender Equality Plan (GEP), an integral part of the mandatory documentation for the project. She is also approached by F/UIs with questions regarding the ethical area for research, revising texts for project applications in the area of gender, social safety and the HR Award process. Another document in preparation is the Certificate of Social Responsibility.

F. Another role of the Coordinators is to communicate about the social safety system, gender area and the principals of the HRS4R/HR Award at the BUT at official and unofficial meetings of various professional groups in the Czech Republic and outside the Czech Republic.

G. Code of Gender Sensitive Communication – as part of social safety, this code was created in the second half of 2024 with the aim of promoting gender equality and a fair environment for all members of the academic and non-academic community. It defines principles for communication that fairly and correctly describes the reality and addresses all persons to whom the message is addressed, without ridicule, discrimination on the basis of gender identity, gender expression, sexuality or other social or physical characteristics.

H. The Coordinators and Methodological support for social safety are involved in the EULIST project and the CASEAR network.

I. In 2024, the BUT became an institutional member of [ENOHE](#) - the European Network of Ombudspersons. Coordinator Mgr. Martina Martínková, Ph.D. then participated

in an international conference organized by the University of Beira Interior in Covilhã, Portugal. During this event, she had the opportunity to personally meet ombudspersons from different parts of the world and get acquainted with various social safety systems at international universities.

GENERAL INFORMATION ON THE ACTIVITIES OF THE CONTACT AND COOPERATION PERSONS FOR SOCIAL SAFETY AT THE BUT

Each faculty, university institute at the BUT, as well as the Halls of Residence and Dining Services have appointed contact persons as a support for social safety since April 2023. Their names are listed on the website for Social Safety at the BUT and also on the F/UI/U website for this area.

The activities of the Contact Persons for Social Safety are regulated by [Guideline No. 12/2024 - Social Safety at BUT.](#)

The Faculty of Fine Arts (FFA) is the only faculty at the BUT with an appointed ombudsman.

The position of the ombudsman is defined by an internal standard Dean's Directive No. 1/2022 (Social Safety). However, FFA also has a representative within the system of ensuring Social Safety at the BUT.

Ombudsman of FFA - Mgr. Tomáš Fris submits separately the Final Report for the year 2024. [Social Safety at FFA.](#)

The activities of the contact persons depend on the competences defined in the [Guideline No. 12/2024 - Social Safety at BUT](#), but also on the individual persons and the level of support from the F/UI/U themselves.

The contact persons are employees and students. The standard defines the composition of 1 man/1 woman, as well as a representative for students. Some of the faculties have more contact persons due to their size. The contact persons have the specifics of this activity described and added to the job description. In the case of some students, it was possible to resolve this agenda using a Agreement to Complete a Job (ACJ). The contact persons are funded by the faculty, either in the form of a regular payment to their wage or in the form of

remuneration for the ACJ. Collaboration with the Social Safety Coordinators and across the system of all contact and collaborative persons is also key.

The primary role of contact persons is to mediate the suggestion and direct them to appropriate solutions. They can listen to the submitter, provide basic support and recommend suitable persons or institutions for further resolution. Their key role is to recommend who to contact (according to the content communicated).

If the contact person receives a suggestion directly at the F/IU/U, he or she forwards it to the Social Safety Coordinators. The Coordinators keep them informed about the investigation and can involve them in the solution process. After the investigation is completed, the contact persons are informed of the result.

In 2024–03/2025, contact and cooperating persons (persons of counselling centres or members of the Extended Agenda Coordination Group) participated in meetings and training sessions organised by the Social Safety Coordinators. These meetings and referrals for further training will continue in the following period. Each of the contact and cooperating persons is recommended continuous self-education in the field of social safety.

SOCIAL SAFETY SYSTEM AT BUT 2024 – 03/2025

WEBSITES

The [Social Safety website at BUT](#) received its final look during 2024 and is regularly updated. The Red Umbrella was chosen as the brand for Social Safety at BUT.

TRUST BOX

To support the system of reporting suggestions, so-called Trust/Trust boxes [were installed within the university buildings](#). The boxes are described and marked with, for example, a sticker with a QR code that leads to a website to ensure social safety at the BUT. Information about this list will also be provided on the web on this area at each F/UI/U. The list is in both Czech and English.

STICKER (brand umbrella)

The aim of creating the sticker is to provide more effective information about the promotion of social safety at BUT. The QR code on the sticker points to the [Social Safety](#) website (Czech or English version). The stickers can be found on individual F/UI/U. Suggestions for sticking places are within the Halls of Residence and Dining Services (HRDS), Centre of Sports Activities (CESA), the Alfons Centre, Continuing Education and Counselling Centre (CECC), Central Library (CL), F/UI/U - meeting rooms for students, study rooms, relaxation places - other areas for students and staff (dormitory kitchens, toilets, locker places, trust boxes, Centre of Sports Activities (CESA) changing rooms, student clubs etc.



Sticker, visual of BUT

EMAIL SOCIAL SAFETY

With the establishment of the Coordinator position, the creation of an email was proposed. The email, as socialnibezpeci@vutrb.cz / socialsafety@vutbr.cz, is serviced by the Social Safety Coordinator and the deputy.

MS TEAMS - SOCIAL SAFETY

Social Safety Teams serves as the basic platform for storing materials and provides more effective support to Contact and Cooperation Persons. It was created with the

possibility of online meetings in mind, for example for training. Teams also allows for faster communication, both group and individual.

TRAINING OF CONTACT AND COOPERATION PERSONS

The Contact persons were trained several times during the year in cooperation with the Mobbing Free Institute. First, they completed an online course focused on the issue of bullying, its prevention and elimination of undesirable behaviour. Subsequently, they participated in a face-to-face implementation workshop, which included training of the crisis process on case studies, including the design of preventive and implementation measures. In the second half of 2024, additional meetings were focused on the presentation of newly emerging practical manuals with internal procedures, created by the Social Safety Coordinators in cooperation with the Mobbing Free Institute. Contact and Cooperating persons could try out different roles of ordinary participants in the investigated suggestions on model examples and propose appropriate procedures and solutions to individual situations from the practice of social safety using manuals.

Other meetings were devoted to case studies, solutions and pitfalls of individual cases. The Contact persons were acquainted with the new, updated [Guideline No. 12/2024 - Social Safety at BUT](#), emerging e-courses and other materials, and asked for feedback.

The materials in question are now undergoing pilot testing and the collection of comments. During 2025, their final integration into the Moodle platform is planned and subsequent practical use among members of the academic and non-academic community.

Upcoming E-courses:

- Social Responsibility – Social Safety, Ethical Principles and Equal Opportunities – for Academics and Researchers
- Social responsibility – Social safety, ethical principles and equal opportunities – for other employees
- Social Responsibility – Social Safety, Ethical Principles and Equal Opportunities – for Students

Supporting information/educational materials not only for contact and cooperating persons:

- Guide to social safety at BUT

➤ BUT cards

In addition, during the period 2024–03/2025, contact persons could sign up individually for webinars and trainings organized by, for example, CVP BUT, Alfons Centre or the School Ombudsman Platform.

SUGGESTIONS AND CASE WORK OF THE COORDINATORS

In the period 2024-03/2025, the Coordinators received a total of **37 suggestions**, of which **25 were official and 12 unofficial**. Of the total number of **official suggestions**, **14** were submitted **by students** and **11 by BUT employees**. **3** of the suggestions were anonymous. All official suggestions met the requirements set out in [Guideline No. 12/2024 - Social Safety](#) at BUT.

Unofficial suggestions have several specifics. Often these are cases where the Coordinators know the identity of the submitter, but they don't want to initiate official proceedings due to various concerns. These people seek out Coordinators primarily for the purpose of listening and consultation.

Another group of unofficial submitters are employees terminating employment at BUT. Although they have already left or are leaving, they confide in the reasons for their departure without wanting to officially address them. Other submitters are considering a report, they aren't sure, but in the meantime, they analyse the situation, collect evidence and file an official suggestion only after a certain period of time.

Opening of the official procedure:

1. Suggestions were always officially resolved only after the written consent of the submitter.
2. In the case of an anonymous submission (without any contact), it was decided, according to the content of the suggestion, whether the investigation would be initiated or not.
3. In the case of an anonymous submission (from an anonymous email), a decision was made as to whether or not an investigation would be initiated according to the content of the suggestion. Here, information was then requested for suggestion. With regard

to the anonymous communication, the submitter/submitter was informed whether or not an investigation would be initiated to the extent that the anonymous submission could be dealt with. They were also informed of the limits defined by this type of submission. The communication was made in a brief communication of the outcome.

AREAS OF SUBMITTED SUGGESTIONS

Suggestions submitted by students

The suggestions concerned the following:

- inappropriate behaviour among students,
- inappropriate behaviour between teachers and students,
- inappropriate language by students at an official event outside the university,
- inappropriate language of the learner, including online communication with a racist subtext,
- close relationships between students or between students and employees, negatively affecting study or work matters,
- inappropriate behaviour of foreign students resulting from cultural differences,
- study-related matters - evaluation in subjects, surveys,
- study-related matters - termination of studies/extension of studies,
- matters related to the study - requirements for granting credit, examination,
- gender-based violence, sexual harassment, stalking.

Suggestions submitted by employees

Suggestions were submitted by current and former employees of the university.

The suggestions concerned the following:

- bullying in the workplace (mobbing, bossing, staffing),
- gender-based inappropriate behaviour, sexual harassment, stalking,
- close relationships between students and employees negatively affecting study or work matters,
- labour-law matters (termination of employment contract, notice, reprimand),

- inappropriate behaviour resulting from cultural differences, with a negative impact on work relationships and performance,
- disagreement with the evaluation and financial evaluation from the manager, evaluation in SHAP.

Received suggestions can be divided into:

1. One-off suggestions with consultation/discussion/intervention directly with the Coordinator or with another member of the Advisory Board. Use of interview, consultations and internal mediation, moderation.
2. Suggestions for which, with regard to the content of the suggestion, the extraction of only the submitter, the designated party and the leader/possibly more leaders were sufficient. In this case, the management of F/IU/U is informed if the content of the submitted suggestion required it. Use of interview, consultations and internal mediation.
3. Suggestions for which a more extensive investigation of more persons was necessary for the extraction of information with regard to the content of the suggestion (submitter, designated party(s), supervisors/possibly more leaders, other witnesses, other workplaces, management of F/IU/U...). Use of interview and consultations.
4. Suggestions for which, due to their seriousness, the cooperation of a public authority (police, city district, court) was recommended. In this case, it is always dealt with by the Legal Department of RE.

Note: The notifier(s) must file a submission to the locally competent authority or the Police of the Czech Republic on their own behalf. The university also does it independently. A submitter may be accompanied to the office by a person who has received the suggestion or has been informed of the fact. If the content of the submitted suggestion indicates the suitability of a recommendation for psychological help, it is offered and the CVP BUT counselling centre is informed about it (in the case of employee counselling, this is defined in [Guideline No. 12/2024 - Social Safety at BUT](#)).

For the suggestions in points 2, 3 and 4, a summary report is always prepared with recommendations for all interested parties, including recommendations for the management of the given F/IU/U.

Counselling support is provided to the basic extent possible, in case of suitability/necessity of more visits, it is recommended to contact a psychological outpatient clinic or psychiatric workplace, or other counselling centres. Contacts are offered to the person in person, with a link to the CVP BUT website, with a link to the Social Safety website at BUT.

The deadline for investigation of the suggestion by the Coordinators or the submitter contact person is usually within 60 days of the submission of the suggestion by the submitter. The time allowed for dealing with suggestions depends on a number of partial events that cannot be influenced.

SUGGESTIONS ADDRESS BY CONTACT AND COOPERATING PERSONS

In February 2025, Contact and Cooperating persons were asked to produce a short-anonymised report (if they had addressed anything in the course of their work).

The report was recommended to include:

- whether they had been contacted;
- what area of social safety was involved;
- who the reporting staff or learners were;
- how they dealt with e.g.:
 - ✓ recommended to contact the Coordinator,
 - ✓ recommended to contact the [BUT Ethics Committee](#),
 - ✓ recommended to address with the Study Department,
 - ✓ recommended to be addressed with regard to the content of the suggestion by the Vice-Dean (he/she) for Education, etc.
 - ✓ resolved by advice/consultation...
- If they knew the solution, if they dealt directly with F/IU/U, information (was resolved - provided).

AREAS OF SUGGESTIONS FROM LEARNERS

Areas of concern raised by learners with the Contact and Cooperating Person. Including solutions or recommendations.

- **Inappropriate behaviour of learners among themselves, including various forms of bullying**

Recommended solutions/solutions:

- ✓ investigation and consultation,
- ✓ mediation
- ✓ recommended psychological care,
- ✓ consultation with management.

- **Gender inappropriate behaviour, discrimination, sexual harassment, stalking**

Recommended solutions/solutions:

- ✓ contact the local police station,
- ✓ coordination of assistance (psychological counselling CVP, cooperation with other helping organisations in the South Moravian Region, Coordinators, contact person, management),
- ✓ individual study adjustment/adaptation for a limited period of time,
- ✓ investigation and consultation,
- ✓ mediation.

- **Academic failure rate**

Recommended solutions/solutions:

- ✓ individual consultations to ensure study success (communication with the Study Departments, Vice-Deans for Studies),
- ✓ it is recommended to contact the Coordinators,
- ✓ recommendation of modification of the study plan (communication with the Study Departments, Vice-Deans for Studies, Intervention and consultations),
- ✓ recommendation of consultation on study modifications through Alfons,
- ✓ CVP psychological counselling recommendation,
- ✓ interview and consultation.

- **Mental problems of students**

Recommended solutions/solutions:

- ✓ recommendation of consultation through CVP psychological counselling,
- ✓ investigation and consultation,
- ✓ recommendations for external assistance.

- **Inappropriate behaviour from employees towards students**

Recommended solutions/solutions:

- ✓ investigation and consultation,
- ✓ recommendations to contact the Coordinators;
- ✓ resolution by mediation,
- ✓ resolution by apology,
- ✓ solved with F/IU/U guidance,
- ✓ solved with the managers of the employees.

AREAS OF SUGGESTIONS MADE BY MALE/FEMALE EMPLOYEES

Areas with which employees themselves have contacted the Contact and Cooperation Persons.

- **Workplace bullying** (mobbing, bossing, staffing)

Recommended solutions/solutions:

- ✓ investigation and consultation,
- ✓ recommendations to contact the Coordinators;
- ✓ legal action,
- ✓ psychological support of CVP,
- ✓ solved with F/IU/U guidance,
- ✓ solved with the managers of the employees concerned,
- ✓ psychosocial, managerial training, leadership training
- ✓ changing the work environment.

- **Labour-law matters (termination of employment contract, notice, reprimand)**

Recommended solutions/solutions:

- ✓ investigation and consultation,
- ✓ recommendations to contact the Coordinators;
- ✓ legal action,
- ✓ analysis of the materials needed (electronic communication, legal documents, etc.)
- ✓ psychological support of CVP,
- ✓ solved with F/IU/U guidance,
- ✓ solved with the managers of the employees concerned,

- **Gender inappropriate behaviour, discrimination, sexual harassment, stalking**

Recommended solutions/solutions:

- ✓ contact the local police station,
- ✓ coordination of assistance (psychological counselling CVP, cooperation with other helping organisations in the South Moravian Region, coordinators, contact person, management),
- ✓ investigation and consultation,
- ✓ moderation, mediation.

- **Close relationships between students and employees negatively affecting study or work matters**

Recommended solutions/solutions:

- ✓ investigation and consultation,
- ✓ recommendations to contact the Coordinators;
- ✓ labour law steps,
- ✓ setting clear principles for relations in academia, including rules on conflicts of interest,
- ✓ avoidance of conflicts of interest;
- ✓ psychological support of CVP,
- ✓ solved with F/IU/U guidance,
- ✓ solved with the managers of the employees concerned,

- ✓ disciplinary proceedings in the event of abuse of power,
 - ✓ cooperation with other Ombudspersons and Coordinators of other universities in the Czech Republic - active cooperation on prevention, education and drawing attention to the risks arising from close relationships in the workplace.
- **Inappropriate behaviour resulting from cultural differences, with a negative impact on labour relations and performance**

Recommended solutions/solutions:

- ✓ investigation and consultation,
 - ✓ recommendations to contact the Coordinators;
 - ✓ legal action,
 - ✓ analysis of the materials needed (electronic communication, legal documents, etc.)
 - ✓ psychological support of CVP,
 - ✓ solved with F/IU/U guidance,
 - ✓ solved with the managers of the employees concerned,
 - ✓ creation of supportive preventive materials,
 - ✓ recommended training in intercultural communication,
 - ✓ encouraging open communication – employees can openly discuss cultural differences and share their experiences,
 - ✓ setting clear rules of conduct,
 - ✓ conflict resolution with sensitivity to cultural differences.
- **Disagreement with the evaluation and financial evaluation from the manager, evaluation in SHAP**

Recommended solutions/solutions:

- ✓ investigation and consultation,
- ✓ recommendations to contact the Coordinators;
- ✓ legal action,
- ✓ analysis of materials needed (electronic communication, SHAP assessment, valuation, etc.),
- ✓ solved with the managers of the employees, the management of F/IU/U.

SUPPORT TO THE SOCIAL SAFETY SYSTEM AT BUT 2025-2026

In 2025, Social Safety at BUT will continue to be strengthened and developed. The Coordinators and their Collaborating team will continuously develop systematic measures aimed at building a safe, collegial and respectful environment.

Regular meetings of contact and cooperating persons will be maintained, which will focus on the analysis of specific cases, their solutions and possible pitfalls. Thanks to practical examples, the participants of the meeting will acquire the skills necessary for effective management of risky situations. From the first half of 2025, Contact and Cooperating persons, executives and management of F/IU/U will be able to use the newly created methodology for dealing with suggestions of negative forms of action and behaviour, which was created in cooperation with the Mobbing Free Institute. The methodology aims to support and improve procedures for dealing with the suggestions themselves, including the formulation of specific recommendations. A supportive educational system focused on methodological, casuistic and practical support will be created for contact and cooperating persons.

The measures will be linked to informing and educating the academic and non-academic community, especially in the form of e-learning and presentations, including their English versions. These materials are now undergoing pilot testing and feedback collection, with the final version being integrated into the Moodle platform in the first half of 2025.

The Social Safety Team will also become an integral part of the crisis team in 2025 and will work more effectively together to deal with emergency situations. Since the beginning of 2025, cooperation with the BUT Safety Coordinator has been gradually developing. In connection with this agenda, educational and supportive meetings will be planned on the topic of "Safe School" and sharing of experience through webinars, seminars and workshops. Also, in 2025, social safety aims to increase the involvement of students and strengthen prevention.

Student ambassadors will be approached again and can actively contribute to the promotion of the topic of social safety among students. At the same time, the use of social networks to inform the widest possible range of students will increase.

Cooperation with student representatives (SKAS and other official associations) will also allow for a better understanding of their needs, requirements and obligations in the context of university and legal standards. Emphasis will be placed on prevention, educational activities

and development of competencies not only of students, but also of academic and non-academic staff.

In the second half of 2024, gradual training in the field of social safety will begin for heads of departments/departments at the Faculty of Sciences/Research Institutes, as well as for chief financial officers, members of the Academic Senate of faculties and the Dean's Advisory Board as needed. Full-time education of 2-3 hours will take place directly at the given F/IU/U or at an external meeting or similar meeting. The presentation from the training will be available (including links and contacts) and will also be prepared in English – for self-study with possible consultations.

Internal trainers:

- Mgr. Martina Martínková, Ph.D.
- Ing. Bohdana Šlégrová
- Ing. et Ing. Radomír Kraina (Head of the Human Resources Department)
- Mgr. Lucie Schimmelová (Data Protection Officer)
- Mgr. Blanka Herková (Legal Department)

Education:

- Labour law minimum
- Social safety system at BUT
- Methodological support within the HR area (selection/admission procedures – recruitment process, forms etc.),
- SharePoint – Information for employees,
- Support and Development of Employee and Students Web
- HRS4R/HR Award,
- BUT Gender Equality Plans,
- HR methodologies (selection/admission procedure-recruitment process, forms)

An integral and very important part of this is the university's cooperation and sharing of topics with other public universities in the Czech Republic, as well as with the School Ombudsman Platform (ŠOP), the National Contact Centre - NKC Gender and Science and ENOHE.

SUPPORT FOR AGENDA ACTIVITIES (Social Safety, Equal Opportunities, HRS4R/HR Award Strategy)

2024

Higher Education Development Support Programme for 2024 (PPRO)

Strengthening methodological support and the system of ensuring social safety at BUT.

Programme to Support the Development of Higher Education for the Year 2024-2025 (PPRO)

Human Resource Management Strategy for 2024-2025

Programme for the Support of Strategic Management of Higher Education Institutions (TFO)

Institutional resources

RESOURCES

1. Internal materials of the Social Safety Coordinators
2. [Social Safety Website](#)
3. [Guideline No. 12/2024 - Social safety at BUT](#)
4. [Mobbing Free Institute](#)
5. [BUT Code of Gender-Sensitive Communication](#)
6. [BUT Gender Equality Plan 2025-2028](#)