



Guidelines for persons affected by discrimination

What you can do

If you have experienced sexual harassment or other forms of discriminatory behavior, you should

- take action as quickly and firmly as possible. Make it clear to your counterpart, either verbally or in writing, that you find this behavior inappropriate and expect an immediate change in behavior.
- Don't be afraid to notify the offending person of further action if the harassing behavior continues after an initial fightback.

What behavior is perceived as discrimination or harassment can be quite different. The decisive factor is your personal perception. If you feel uncomfortable in a situation, you should take action against the behavior that you perceive as harassing or discriminatory.

Realize that it's not you, but your counterpart, who is to blame for the discriminatory behavior.

It is often helpful

- to talk about the incident with a person you trust (your partner, a friend, a relative) and/or
- to tell fellow students or colleagues what happened and consult with them if necessary.

For a possible later complaint, it is also useful

- to include persons who witnessed the incident(s) (with their consent).

Keep

- a written record of incidents and retain any mails etc. so that you can refer to a complete record of incidents should you decide to file a complaint.

If necessary, get help,

- for example from the relevant [contact persons for students](#) and the [contact persons for employees](#). They will advise you confidentially and support you in further steps. You can use the [list of questions](#) or one of the [complaint forms](#) to prepare for this interview.
- Nothing will be done without your consent - unless the behavior also endangers other university members or is a reportable offense. In this case, the university must fulfill its duty of care and act accordingly.

What a complaint procedure looks like

After an initial confidential interview, various formal and / or informal approaches are possible.

Informal measures can include, for example:

- An interview with the offending person,



- a meeting between the person affected and the offending person in the presence of the contact person from the relevant advisory office / counseling center, and also
- the involvement of the person responsible from the teaching staff or the management staff.

If you do not wish informal measures to be taken or if these measures fail, formal measures can be taken.

The first step of a formal procedure is the notification and involvement of the relevant division (Division 3 - Students' and Doctoral Affairs or Division 4 - Personnel and Legal Affairs), the Rectorate (if necessary), and the head of the respective institute or department where the incident occurred.

After reviewing the allegations, the relevant authorities will, if necessary, take further action against the offending person. Depending on the relevant regulations and the accused person's position under employment, service, or university law, the following measures and sanctions may be taken:

- Formal interview with the offending person
- Verbal or written instruction
- Written warning
- Transfer to another workplace (within or outside the university)
- Initiation of disciplinary proceedings and imposition of disciplinary measures (reprimands, fines, salary reductions, transfer, removal from service).
- Dismissal with or without notice
- Exclusion from a course
- Exclusion from the use of university facilities
- De-registration
- Ban on entering the university premises
- Reporting of an offense through the Rector of the university

If you do not wish to take part in the formal proceedings, you may refuse to do so or be represented.

In general, neither you as the person affected nor the supervisor or lecturer making the complaint may suffer any disadvantages as a result of the formal procedure. The same applies to all witnesses involved.

The costs-by-cause principle is the guiding principle for measures and sanctions.

University management is responsible for initiating and carrying out all formal proceedings.

Make use of external counseling services.

Perhaps it is easier for you to contact one of the external counseling services that are listed below and seek advice there. However, in order for you and other members of the university to be protected from harassment and discrimination, and for effective action to be taken, you must notify the appropriate university officials. Please notify one of the university's contact persons, even if you do not yet wish any further steps to be taken.



Reporting an offense to the police

Especially in cases of sexual assault, but also of stalking, you should file a report with the police if you feel threatened. Crimes against sexual self-determination, such as coercion or rape, are so-called criminal offenses liable to public prosecution, where the police are obliged to investigate.

You should also consider filing a report with the police in cases of racially or otherwise motivated insults, threats, or even violence.

If you are undecided about filing a report right away, please contact a counseling center as soon as possible in any case! There, they can tell you what you should keep in mind in order not to unnecessarily complicate a possible prosecution later on and, if necessary, they can accompany you to the police or arrange for legal advice and support. If a crime is not reported, the police cannot solve it, the perpetrator remains unidentified and can commit further crimes.

Contact persons and counseling centers at the University of Stuttgart

At <https://uni-stuttgart.de/antidiskriminierung> you can find the relevant contact persons and counseling centers at the University of Stuttgart regarding the different types of discrimination:

Sexual discrimination and assault (students and employees)

Dipl.-Ing. Christine dos Santos Costa, Head of the Mechanical Engineering Center
Dr. Klaus Dirnberger, Institute of Polymer Chemistry

- [Counseling for students in the case of sexual harassment](#)
- [Counseling for employees on conflict in the workplace](#)

Students with disabilities or chronic illnesses

Dipl.-Ing. agr., M.Sc. Sigrid Eicken
Deputy: Dipl.-Päd. Jeannette von Wolff

- [The Officer for Students with Disabilities or Chronic Illnesses](#)
- [Counseling for students with disabilities](#)

Disabled employees

Kurt Hagemann

- [Website of the employer's representative for disabled employees](#)

International students and visiting scientists

International Office

- [Advisory service for prospective international students](#)
- [Welcome Center for researchers from abroad](#)
- [Counseling for refugees](#)



Women

Silvia Meyer, Equal Opportunities Officer (technical staff and administrative staff)
Deputy: Dipl.-Ing. Tanja Walther

- [Contact information of the Equal Opportunities Officer](#)

Prof. Dr. Nicole Radde, Gender Equality Officer (female students and women scientists)
Beate Langer, Head of the Gender Equality Office

- [Website of the Gender Equality Officer](#)
- [Website of the Gender Equality Office](#)

Social background (students)

Jana Espenlaub, Arbeiterkind.de (in cooperation with the University of Stuttgart)

- [Arbeiterkind.de](#)

Information and support regarding all dimensions

Staff Council (employees)

- [Website of the Staff Council](#)

Student Counseling Center (ZSB)

- [Website of the Student Counseling Center \(ZSB\)](#)

Ombudsperson for Teaching and Doctoral Degree Studies

Dr. Ursula Meiser (students, doctoral researchers, members of the teaching staff)

- [Website of the Ombudsperson for Teaching and Doctoral Degree Studies](#)

Psychotherapeutic counseling (students and employees)

Dipl.-Psych. Petra Kucher-Sturm, Dipl.-Psych. Rainer Sturm

- [Psychotherapeutic counseling at the Studierendenwerk Stuttgart](#)

External counseling centers and other services

adis e.V.

Provider of professional anti-discrimination work in the Reutlingen / Tuebingen region
and expert body on the subject of discrimination

- [adis-ev.de](#)

Anti-discrimination office of the federal government, Berlin

- [antidiskriminierungsstelle.de](#)



**Anti-discrimination office of the state of Baden-Wuerttemberg (LADS),
Stuttgart**

- lads-bw.de

Anti-stalking app

- nostalk.de

Beratung und Information für Frauen BIF (Counseling and Information for Women BIF), Frauen helfen Frauen e.V. (Women Help Women)

- [Website of Counseling and Information for Women BIF](https://www.bif-stuttgart.de)

Anti-Discrimination Office Stuttgart

- antidiskriminierung-stuttgart.de

Frauenberatungs- und Therapiezentrum Stuttgart e.V. (Counseling and Therapy Center for Women in Stuttgart)

Counseling and therapy for women with psychosocial and psychological problems as well as counseling after sexual assault (also in Turkish and in sign language)

- frauenberatung-fetz.de

Way Home Telephone

- We'll get you home safely!
Phone: 030 120 74 182
Friday and Saturday: 8 p.m. to 3 a.m.
Sunday to Thursday: 8 p.m. to midnight
- heimwegtelefon.net

Violence Against Women support hotline

- Hotline: 08000 116 016 (free of charge)
- Information and online counseling: hilfetelefon.de

Komm-gut-heim-App ("get home safely" app)

- kommgutheim.com

Krisen- und Notfalldienst Stuttgart (support service in Stuttgart for people who need immediate help in an emergency situation)

- Office at 6 Furtbachstrasse, Stuttgart 70178 (on weekdays from 4 p.m., on weekends / public holidays from noon)
- Hotline 0180 511 04 44 (subject to a charge)
(Monday to Friday from 9 a.m. to midnight, on weekends / public holidays from noon to midnight)
- [Information about the Krisen- und Notfalldienst Stuttgart](https://www.krisen-und-notfalldienst-stuttgart.de)



pro familia counseling center Stuttgart

- ↪ [Website of pro familia Stuttgart](#)

Psychological advice at the Caritasverband e.V.

Counseling in crisis and conflict situations and for social problems (also in Italian, Croatian, Bosnian, Serbian)

- ↪ caritas-stuttgart.de

Ruf und Rat (Call and Advice), diocese of Rottenburg, Stuttgart

Psychological advice, pastoral counseling, legal advice (also in English, Italian, and Romanian)

- ↪ ruf-und-rat.de

Legal Counsel of the Ministry for Science, Research and the Arts Baden-Wuerttemberg (MWK) for Sexual Discrimination, Sexual Harassment and Sexual Assault

- ↪ Frau Rechtsanwältin Michaela Spandau
Immenhofer Straße 5, 70180 Stuttgart
Phone: 0711 673 53 70
[Email to the legal counsel of the MWK](#)
- ↪ [Further information about the legal counsel](#)

Weisser Ring – Association for the support of crime victims

- ↪ weisser-ring.de/

Police

Police emergency number

110

Stuttgart Police Headquarters

- ↪ [Website of the Stuttgart Police Headquarters](#)

Police stations in the Stuttgart city center

- ↪ 36 Wolframstrasse, phone: 0711 89 90 32 00
- ↪ 11 Theodor-Heuss-Strasse, phone: 0711 89 90 31 00

Police station in Stuttgart-Vaihingen

- ↪ 15 Robert-Leicht-Strasse, phone: 0711 89 90 84 40