



I am reporting this situation as a: **Victim** ☐ **Witness** ☐

Identity of the victim:

Last name:

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First name:

Unit (Faculty, School or Institute)/allocated structure:

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Victim's contact telephone number and/or email address:

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If applicable, identity of witness reporting:

Last name:

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First name:

Unit (Faculty, School or Institute)/allocated structure:

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Witness' s contact telephone number and/or email address :

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Identity(ies) of the perpetrator(s) (surname, first name, unit/allocated structure) :

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Date(s)/place(s)/time(s) or period(s) of events:

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.....

Frequency of events reported:

- ☐ The event is the first of its kind
- ☐ The event has already taken place..... times. If possible, specify the date of the last events:

.....

Are these reported events still going on?

- ☐ Yes
- ☐ No

Witness(es) to the events (do not hesitate to ask the witness(es) a written statement) :

- ☐ One or more witnesses (specify, if known, the name(s) of the witness(es)) :

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- ☐ There was no witness

If the victim is not the author of the report: is the victim aware of the report?

- ☐ Yes
- ☐ No



To help you describe the facts, here's what the law says

<input type="checkbox"/> Sexism offence	It is a sexism offence to impose on a person any sexual or sexist comment or behaviour that either violates their dignity by being degrading or humiliating, or creates an intimidating, hostile or offensive situation (Criminal Code, Article 621-1).
<input type="checkbox"/> Sexual and/or sexist insult	The term "sexual/sexist insult" is used to describe an insult directed at an individual or group of people based on their sex or sexual orientation. Such an insult is considered public when it involves offensive, outrageous or contemptuous expression that can be heard or read by an undefined and unpredictable public, i.e. by an indeterminate number of people. It does not matter whether the insult targets a specific person or a group of people (sexist insult directed at one or more women) (Freedom of the Press Act 1881, Article 33).
<input type="checkbox"/> Sexual and/or sexist insult	No one should be subjected to sexist harassment, defined as any harassment related to a person's sex, the purpose or effect of which is to undermine their dignity or to create an intimidating, hostile, degrading, humiliating or offensive environment (Labour Code, Article L1142-2-1).
<input type="checkbox"/> Sexual exhibition	Sexual exhibition refers to the act of publicly exposing one's nudity, by showing one's sexual attributes or by committing an act of a sexual nature (Criminal Code Article 222-33).
<input type="checkbox"/> Sexual harassment	<ul style="list-style-type: none"> • Sexual harassment involves repeated use of sexual or sexist remarks or behaviours that violate a person's dignity by being degrading or humiliating, or that create an intimidating, hostile or offensive environment. • Sexual harassment is the use, even if not repeated, of any form of serious pressure with the real or apparent aim of obtaining an act of a sexual nature, whether this is sought for the benefit of the perpetrator or a third party (Criminal Code, Article 222-33).
<input type="checkbox"/> Sexual assault	Sexual assault is any sexual act committed through violence, coercion, threats or surprise or, in the cases provided by law, committed by an adult against a minor (Criminal Code, Article 222-22).
<input type="checkbox"/> Rape	Any act of sexual penetration of any kind whatsoever, or any oral or genital act committed on another person or on the person of the perpetrator through violence, coercion, threat or surprise is rape (Criminal Code, Article 222-23).
<input type="checkbox"/> Moral harassment	Moral harassment consists of repeated comments or behaviour with the purpose or effect of deteriorating working conditions likely to infringe a person's rights and dignity, alter their physical or mental health or compromise their professional future (Criminal Code, Article 222-33-2).
<input type="checkbox"/> Discrimination	Discrimination refers to any distinction made between individuals based on their origin, sex, family status, pregnancy, physical appearance, particular vulnerability resulting from their economic situation, whether apparent or known to the perpetrator, surname, place of residence, state of health, loss of autonomy or disability, their genetic characteristics, their morals, their sexual orientation, their gender identity, their age, their political opinions, their trade union activities, their ability to express themselves in a language other than French, their actual or presumed membership or non-membership of a particular ethnic group, nation, alleged race or religion (Criminal Code Article 225-1).
<input type="checkbox"/> Other situation	Please specify, as precisely as possible:



DESCRIPTION AND TIMELINE OF EVENTS

If possible, describe the events in detail:

- **gestures, words and circumstances,**
- **any steps** taken (handrail, appointment with an association, doctor, etc.),
- **any avoidance strategies that may have** been used (changing place of work or study, avoiding meetings, etc.),
- **evidence of the events** (text messages, emails, audio recordings),
- **possible reprisals or professional consequences** (on studies, work environment, etc.),
- the impact on physical and psychological **health**, etc.

(Free description, no character limit. If necessary, complete on an additional sheet)

ATTACHMENTS:

List below any evidence you may have (please attach it to this form): e.g. text messages, emails, audio recordings, statements from direct or indirect witnesses (people who can testify that the victim confided in them, that they observed changes in behaviour or a deterioration in health), police reports, complaints, evidence of the impact on health, work, studies, etc.

Date :

Signature of the person completing the form :



- Who can use the report form?

This report form may be completed by anyone who is a victim or witness of violence, discrimination, moral or sexual harassment or sexist behaviour. Its purpose is to report violence within the university, in order to guarantee the protection of victims and ensure that they receive appropriate support, including legal assistance.

- Who can help me complete it? Who should I send it to?

Contacts for students and staff at the UM

- > **To report sexist or sexual violence :**
 - The gender equality officer : referente-egalite@umontpellier.fr
 - The Head of the Quality of Life at Work Department : gvt-signalement@umontpellier.fr
- > **To report all other acts of violence, discrimination or harassment:**
 - Vice President, Corporate Social Responsibility (VPRS) : vprs@umontpellier.fr
 - The Head of the Quality of Life at Work Department : gvt-signalement@umontpellier.fr

These people are the **contacts** for the UM reporting unit.

The reporting unit consists in particular of the gender equality officer, the Vice-President in charge of Social Responsibility (VPRS), the head of the quality of life at work service, a representative of the preventive medicine service, the human resources department (for staff) or a representative from the student life service (for students) and the UM's social service workers

Contacts for other key members of the reporting unit:

For staff :

- The Joint Preventive Medicine and Health Promotion Department
Tel. : 04 34 43 30 87 or 04 67 14 30 73 - scmpps@umontpellier.fr
- The Human Resources Department
Tel. : 04 34 43 33 04 - drh@umontpellier.fr
- Social workers : assistants-sociaux@umontpellier.fr

For students :

- The Joint Preventive Medicine and Health Promotion Department
Tel. : 04 34 43 30 87 - scmpps@umontpellier.fr
- The student life service
Tel. : 04 67 14 99 04 - vie-etudiante-signalement@umontpellier.fr

Other contacts to help you :

For staff :

- Your line manager
- [Trade unions](#).
- [F3SCT](#).

For students :

- The director of your department (UFR, School or Institute)
- Your student representatives on the various [bodies](#) (UFR councils, CA, CFVU...).

These people can welcome, advise, inform and guide you, without judgement and in complete confidentiality. Any civil servant who receives a report is bound by confidentiality¹.

¹ Professional secrecy (Law no. 83-634 of 13 July 1983, article 26).

Professional secrecy: civil servants are bound by professional secrecy under the rules set out in the French Criminal Code. Disclosure of secrets is compulsory in certain circumstances, in particular in the case of denunciation of crimes or offences of which the employee has knowledge in the course of his or her duties.



Explanatory note

- What happens after the report has been made?

The support group is there to help you every step of the way, from gathering evidence to taking your case to the appropriate authorities.

Here are the main stages of the procedure:

Reports should preferably be made to the counsellors or other members of the support group, and the report form should be sent to them. In the event of exceptionally serious events (e.g. physical violence), the Chairman and the Director General of Services must be contacted directly by any person without delay.

The victim is offered a meeting with the counsellors or other members of the support group.

The person(s) reported will be offered a meeting with the referral agents or other members of the support group.

The victim is then contacted. In the case of less serious events (e.g. one-off sexist remarks), and with the victim's agreement, the referees may seek a simple resolution to the conflict.

If disciplinary proceedings are initiated, the victim's anonymity is removed from the members of the disciplinary section.

The Chairman decides what action to take on the report (request for further information and/or notification of the public prosecutor and/or initiation of disciplinary proceedings, etc.).

If there are sufficient grounds in the file, the case is referred to the Chairman. The victim is informed of the referral.

If the case is deemed unfounded by DAGI, the appeal procedures are specified by this department and the victim is informed.

If a simple resolution cannot be found, the procedure is continued with the victim's agreement. The file is then anonymised (report form + evidence). Depending on the situation, either the case is forwarded directly to the General and Institutional Affairs Division - Legal Affairs Department (DAGI), or it is first analysed by the support group before being forwarded to the DAGI (a report of this meeting is then drawn up). The victim is informed of the action taken on the case by the people in charge.