



LIFE SITUATIONS MANUAL

NEWTON University

Prague / Brno / Bratislava

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1. Introduction

The "Life Situations Manual" contains recommendations for a wide range of situations that employees may encounter while working at NEWTON University (the original name entered in the Czech Commercial Register is "Vysoká škola NEWTON, a.s."; where "a.s." denotes the legal form of a joint-stock company; hereinafter referred to as "NEWTON University", "NEWTON", "NU" or "the university"), which may significantly affect their work performance, productivity, and quality of work, and which may be work-related or related to their personal and family life.

The manual provides recommendations, best practices, and principles to help employees deal with these situations effectively while maintaining the values and standards of the organization. These values are part of the school's strategy and are presented during the preparatory period before the start of each academic year.

All internal regulations, other internal standards, and other documents of NEWTON University, including, for example, the Gender Equality Plan and specific directives from the chancellor, which contain necessary and useful information from the employees' perspective, are available here: <https://www.newton.university/uredni-deska>.

2. Welcome to NEWTON – first steps

Welcome to NEWTON University.

We are delighted that you are joining our community – the NEWTON Family.

In the first few days after you start, you will attend an introductory onboarding meeting (online or in person in Prague, Brno, or Bratislava, depending on your preference), where we will introduce you to the culture, basic systems, and processes of NEWTON University. At this meeting, we will also verify your access to the university email, information system, and intranet. After the onboarding meeting, we will send you a summary of the most important points and contacts. The subsequent onboarding and training will be managed by your direct supervisor.

Initial recommendations and information:

- Internal communication takes place via university Gmail, Google Chat & Google Spaces. Please set up your NEWTON email and signature using the NEWTON template on the NEWTON University intranet. Nonetheless, it is necessary to respect the individual communication preferences of other colleagues and negotiate the best way of communication for both parties.
- Explore the Intranet: (<https://sites.google.com/newton.university/intranet>) to access shared calendars, HR forms, and a variety of other useful information and documents.
- Check out our website: www.newton.university
- If necessary (based on your supervisor's request), you will be set up with a Freelo account for effective task and project management. Training on how to use Freelo is provided as needed, and you will be informed about it during your onboarding meeting.
- Participate in our regular weekly “Devítka information meetings“ every Tuesday at 9:00 a.m. (from August until the end of the exam period in June), in person on campuses in Prague, Brno, and Bratislava, as well as online, where you will hear the latest information, news, invitations, etc. We expect you to be informed about what was discussed at the Devítka meeting!
- Discuss and set your work schedule, including any home office arrangements, with your supervisor. For greater clarity, consider entering your work schedule into your Google Calendar.

3. Important contacts and information

Premises

Please familiarize yourself with the operating rules for individual buildings (workplaces) of NEWTON University in Prague, Brno, and Bratislava, which are available on the official notice board of the NEWTON University website or on the employee intranet.

Prague Campus

- Entrance No. 6 of the Prague Congress Center, as well as the school building, is open every working day during the academic year from 7:00 a.m. to 8:00 p.m., and on weekends and holidays when classes are held, according to the class schedule, usually from 8:00 a.m. to 6:00 p.m. During shortened classes, exam periods, and major holidays, operating hours are adjusted. In emergencies, you can contact the security staff of the Prague Congress Center at the phone numbers listed in the building.
- Please note that photography and filming may take place during various events. By participating, you consent to being recorded. This information is posted in a visible location near the elevator and therefore applies to all persons present on the university premises.
- The NEWTON University premises are cleaned at night from Monday to Friday, and on Sunday evenings if necessary. Please place any larger waste or bulky items behind the glass doors of the Congress Center next to classroom No. 7 – the cleaner will then remove them. Any necessary cleaning or maintenance during the day (cleaning chairs, carpets, etc.) is provided by the reception desk. General cleaning of the university premises (including window cleaning, etc.) takes place once a year, during the summer holidays.
- Vending machines for drinks and snacks, a coffee machine, and a microwave oven are available to you and the students. The kitchenette accessible to employees is equipped with a microwave oven, refrigerator, stove, water, coffee machine with freely available coffee, and a kettle (various types of tea are available). Given the class schedules, most employees have time for lunch between 12:30 and 1:30 p.m. There are several restaurants in the vicinity, such as Reunion, Holiday Inn Bistro, and Arrosto. The current lunch menu is available at the reception desk.

Brno Campus

- The reception desk of Building D/E (Machova building) of the Brno Technology Park is open 24/7. The receptionist is available except during site rounds. If necessary, you can call the phone number listed at the entrance to the building.
- The NEWTON University Group Brno campus is open on weekdays from 7:00 a.m. to 8:00 p.m., and on weekends and holidays when classes are in session, according to the class schedule, usually from 8:00 a.m. to 6:00 p.m. During shortened classes, exam periods, and summer holidays, the operating hours are adjusted. Keys to the premises, with the exception of offices, are managed by the reception desk.

- The Brno campus is located on the 2nd floor (offices and classrooms) and 3rd floor (Business Club and terrace) of the Building D/E (Machova building) at Technická 2998/19, Brno.
- On the Brno campus, you can use the staff kitchen, which has a refrigerator, two microwaves, a coffee machine, and tea (with coffee and tea available).
- Students have access to a lounge with a kitchen counter, sink, microwave, and electric kettle.
- The lounge area has a NEWTON Café coffee machine and a Coca-Cola vending machine.
- Daily cleaning takes place every evening - on weekdays from 8:00 p.m., on weekends after classes, and once a year during the summer holidays, a general cleaning takes place.
- There are several dining options in the area - Menza VUT, Jídelna 100 chutí, Charlie's Park, Jean Paul's restaurant, Sesamo.

Bratislava Campus

- The building is open on weekdays from 8:00 a.m. to 4:00 p.m. (during the summer holidays from 10:00 a.m. to 2:00 p.m.) and on selected weekends according to the schedule. The reception desk is responsible for opening/closing the school, and a private security service monitors operations. Users of the university premises are not allowed to move outside the floors reserved for the needs of NEWTON University.
- Cleaning takes place early in the morning and in the afternoon, with general cleaning during the summer holidays.
- There are many restaurants and shops in the vicinity of the building, so there are no vending machines available. The kitchenettes are for staff use only and are equipped with a microwave, kettle, coffee maker, and a supply of tea and coffee. Keys to the premises and equipment are managed by the reception desk.
- There is a small library in the student services office on the 1st floor (no. 142).

Contacts

If you have questions or problems, first try to find the answer in the available manuals, methodological instructions, and information on the intranet. In many cases, the receptionist can also help and advise you, or contact your supervisor.

Technical support / HELPDESK: available through e-mail: helpdesk@newton.university;
Hotline: +420 724 872 748 (8:00–20:00 hrs., weekends with ongoing teaching 8:00-18:00 hrs.).
In case of technical problems during lessons, call immediately.

Reception: Prague: recepce.praha@newton.university | +420 222 200 326
Brno: recepce.brno@newton.university | +420 542 513 414

Contacts for specific employees are provided by the People Team:
people@newton.university

4. NEWTON community values

NEWTON University honors the key values of the entire NEWTON University Group, which form the basis of our strategy and educational philosophy. Personal mastery, community, innovation, and practicality are the pillars that guide us in providing quality education, supporting personal growth, and preparing students for real life and the job market.

Personal mastery

We accompany you on the path to personal mastery

Professionalism, quality, and continuous development are the foundation of our education. Every student, every teacher, and every other person involved in educational activities is part of an experience that leads to personal growth and a deeper understanding of the world and oneself. We believe that true education begins with accepting personal responsibility for one's own development - our students are not passively educated, but actively educate themselves. We support the shift from dependence on external stimuli to personal initiative, independent thinking, and lifelong learning skills. Our teaching combines theoretical knowledge with practice and allows students to create their own individual educational paths.

Community

We are a community, we create a community

NEWTON University is a space where students, teachers, and management inspire and support each other and grow together. We share experiences, respect diversity, and create an environment where everyone finds support and opportunity. When we face a challenge or seek a solution, we rely on each other - regardless of field, role, or specialization. We actively collaborate with members of the NEWTON Family and rely on mutual trust and loyalty. Together, we shape a university culture based on openness, shared values, and long-term relationships that extend beyond studies and careers.

Innovation

We draw inspiration from around the world, and we inspire each other

Innovation is the driving force behind our education and operations. We are constantly pushing the boundaries - creating new content, formats, and methods of education to reflect global developments and the needs of students, external partners from the field, and society as a whole. We not only adopt and apply the latest knowledge, but we also create it ourselves. We come up with original approaches that increase the effectiveness of learning and, at the same time, help to update and improve any activity – from teaching to organizational management. We believe that true innovation does not arise in isolation, but in a dynamic environment full of cooperation, sharing, and reflection.

Practicality

We prepare students for real life

Education only makes sense if it can be applied in practice. We connect theory with the real world to equip students with skills they can actually use – whether in business, management, or any other profession. Our programs reflect current market trends and promote critical thinking, entrepreneurship, and adaptability. We teach through experience - not only what students gain in practice, but also through the shared experiences of our teachers, who themselves have gone through entrepreneurship, management, and top roles in business. A key element is the combination of academic know-how with practical insights from the real world, whether in the form of internships, simulations, case studies, or projects with partners from the field. We don't teach for school, but for life – that's why we make sure that our graduates leave not only with a diploma, but also with real self-confidence, contacts, and the ability to succeed.

Professionalism

We do things at a high level

For us, professionalism is a way of thinking and acting. We strive for high standards, work with maximum commitment, and honor our responsibility for quality in all areas of the university's operations. Professionalism permeates the entire NEWTON University Group - from teachers to management and administrative teams to everyone who contributes to the smooth running of the university. Working under supervision is standard practice for us - we actively seek feedback and suggestions for improvement because we believe that growth is a never-ending process. For us, professionalism also means respect for time, quality of work, and ethical principles. Whether it's preparing lectures, communicating with students, organizing events, or providing support in administrative processes, every member of our community contributes to ensuring that our university group operates at the highest level. We do things in a way that will stand the test of time, not just today but also in the future.

5. Professional etiquette in different contexts

The use of internal communication is one of the tools for promoting high ethical standards in the workplace and ensuring that values and/or the code of ethics are applied in practice. In addition to introducing a code of ethics, integrating ethical practices into an organization requires consistent communication, especially on the part of the board of directors, leadership, and management.

Meetings and social events

It is essential that we, as representatives of the NEWTON University Group and NEWTON University, maintain a high standard of professional etiquette in all our interactions, including, for example, online conferences, meetings, and gatherings.

During online meetings, please:

- be punctual,
- be appropriately dressed,
- have your camera turned on, but check the appropriateness of the background displayed beforehand, or set an artificial background in the appropriate software,
- be prepared for the meeting agenda, contribute meaningfully to the discussion,
- keep your microphone muted when you are not speaking,
- avoid multitasking or distracting activities, and always maintain a professional demeanor.

When participating in face-to-face events with guests, keep in mind that you represent our entire university and the NEWTON University Group, so be as professional as possible:

- arrive on time,
- take advantage of networking opportunities and communicate with guests politely and respectfully,
- pay attention to social cues, and follow any specific instructions or protocol applicable to the event.

By demonstrating professionalism and respect in all contexts, we support the reputation and integrity of the NEWTON University Group as a whole.

Written communication

It is essential to maintain a high standard of professional etiquette in all forms of communication, including emails. Whether you are communicating with your colleagues, students, applicants, external companies, or other stakeholders, it is important to remember that our communication reflects the professionalism and values of our institution.

When writing emails and other communications (e.g., on social media, etc.), ensure that your messages are clear, concise, and polite:

- use professional language and tone,
- provide accurate, truthful, and verified information,
- pay attention to appropriate style, grammar, and formatting, e.g., use paragraphs and bullet points to make large blocks of text easier to read and understand, etc.,

- avoid sending large attachments, especially when sending emails to multiple people; instead, consider providing a link to a shared document or files stored on a shared drive,
- when sending emails to a large group of people who do not need to know each other's email addresses, use the BCC (blind carbon copy) field to protect their privacy.
- respect others' busy schedules; be concise and to the point.

If you do not receive a response to an important and urgent matter, do not hesitate to call the person concerned or use other communication channels.

Communication and cooperation

The following points will help you navigate common situations in and outside the workplace.

- **Formality and politeness**
 - In academia, we commonly use academic titles (e.g., "Prof.," "Dr.") or job titles (e.g., "Ms. Chancellor") when addressing others.
 - Informal and formal address: We automatically use formal address until the other party suggests informal address.
- **Meetings and time**
 - Arriving "on time" usually means 5 minutes before the start.
 - If the agenda or program of the meeting is only available at the last minute, it is perfectly acceptable to ask for it at the beginning or to request a summary.
 - Plans can sometimes change very quickly; take this with understanding and perspective, as effective improvisation is our strong point.
- **Humor and informal communication**
 - Czechs appreciate light humor, often with a certain degree of self-irony.
 - If others joke slightly about plans or deadlines, it is not a lack of professionalism, but a way of lightening the situation.
- **Holidays and days off**
 - The most important public holidays are May 1, July 5-6, September 28, October 28, November 17, and December 24-26, as well as Easter (which is always celebrated on Friday and Monday).
 - On certain dates (especially around Christmas), the university premises may be closed, and a so-called rector's holiday is declared.
- **A few words about hierarchy**
 - Academic titles and positions are respected, but relationships are mostly informal. It is common for students to chat with the vice-rector over coffee during a break, etc.
- Initiative is valued, so if you have an idea, don't hesitate and don't be afraid to present it.

6. HR / People

Vacation

To book your vacation, use the form on the intranet Vacation Request. Once your supervisor has approved your chosen vacation dates, they will be recorded in your Google Calendar.

- **Academic staff:** are entitled to 8 weeks of vacation, which should be taken mainly during the summer months (July and August), plus 5 additional days (for the rector's Christmas break). Exceptions to the usual vacation schedule are possible with the approval of your supervisor, but taking vacation outside the usual period must not interfere with the fulfillment of necessary academic duties.
- **Administrative staff:** are entitled to 5 weeks of vacation plus 5 additional days (for the rector's Christmas break). All vacation days must be used in the given calendar year; unused vacation cannot be carried over to the following year or paid out. If necessary, remaining vacation will be ordered before the end of the year.
- A day off does not entitle the employee to a meal allowance. The meal allowance is payable in the case of a partial day off, provided that at least 3 hours have been worked.
- All public holidays that fall on working days are automatically considered paid leave.
- Unpaid leave may be granted for various reasons after notification and agreement with the People department; however, during unpaid leave, you are required to pay the mandatory health insurance and social security contributions yourself.
- A final overview of the time worked, vacation days used and available, as well as paid and unpaid leave days taken, is provided on the pay slip, which is sent to the email addresses of all employees each month.
- If you wish to request special paid leave in accordance with applicable legislation (e.g., wedding, funeral, etc.), please send an email with the relevant information to people@newton.university, ideally with a document confirming your entitlement to the paid leave in question. The People department will then send you confirmation of whether the special leave can be granted.
- If you cancel or change your vacation dates, send an email to your supervisor and copy it to people@newton.university.
- When you are absent from work (vacation, leave), it is important to set up an automatic reply ("out of office") in your email and update your status in Freelo to ensure effective communication with those who contact you during your absence.

Business trips

When planning a business trip, use the forms on the intranet and follow the guidelines:

- for accommodation reservations: S-01 - Travel Expenses Reimbursement,
- for calculating travel expenses: Business travel expense report.

Illness, work-related injury

- In the event of illness (as well as hospitalization due to, for example, an injury, etc.), you are entitled to paid leave in accordance with applicable legislation if you participate in health insurance. Ask your doctor to issue a "sick note," i.e., a confirmation of temporary incapacity for work, which will also be automatically sent to the NEWTON University data box.
- In the event of illness of a family member who is dependent on your care, you are entitled to a certain number of days of paid leave in the form of so-called nursing allowance (care of a family member, OČR) if you participate in health insurance in accordance with applicable legislation. In such a case, ask the attending physician to issue the relevant confirmation and then deliver it to the People department.
- If possible, inform your supervisor about your illness and, ideally, the People department as well.
- In the event of any work-related accident, you are required to report this immediately to your supervisor, who will take further steps to resolve the situation.

Termination of employment

If you wish to terminate your employment contract or agreement to perform work or work activities, ideally inform your supervisor first, or directly inform the People department. Your supervisor will then take further steps to resolve the situation in cooperation with the People department.

The specific form, including the date of termination of the employment relationship, should ideally be determined by agreement reflecting both your needs and those of the university.

In the event of termination, the standard notice period is at least two months from the date of proven delivery of the notice to the other party.

Personal income tax from dependent activity, tax settlement

At the end of the year, as an employee of NEWTON University, regardless of the amount of your employment, you have two options for settling your income tax:

- If your only source of income is from NEWTON University and you do not want to file a tax return, fill out the form for processing the annual tax return for the previous calendar year, available on the intranet (see instructions in this form), by February 15.
- If you have multiple sources of income or wish to file a tax return yourself (or through your tax advisor) for any reason, please request NEWTON University to issue a confirmation of taxable income earned in the previous calendar year via the intranet by February 15.

Current information on this matter is communicated annually by the People department during the "Devítka" meetings, where not only the above-mentioned options and necessary steps are summarized, but also any tax news and recommendations are presented.

If you need or are interested in further information, please do not hesitate to contact the People department.

The People department is also available in case of requests for confirmation and other documents necessary, for example, for arranging mortgages or other similar matters, see e-mail people@newton.university.

Payroll, payments to external contractors

- To ensure that everything is ready on time and that payroll and other payments are made on the required dates, the deadline for submitting final attendance records and work performance reports for the previous month is the **3rd day of the month**.
- Pay slips are sent by email by the 13th day of the month, when you can check your salary and claim any differences between the claimed and paid salary.
- Salaries are transferred to your account on the 15th day of the month.
- The same applies to any other payments claimed by external suppliers; invoices must be sent by the **5th day of the following month** to fakturace@newton.university. Please ensure that the invoice date is the last day of the month for which the invoice is issued, that the invoice is issued to the correct recipient (the correct company within the NEWTON University Group), and that the variable symbol, any specific symbol, the amount, and the information in the text are correctly stated so that the invoice can be correctly assigned for approval to the person responsible for the given payment title.
- Invoice payments are made on the 15th day of the month.
- If you need help or need to resolve a payroll discrepancy, contact your supervisor or use the form: **Salary error report**.

7. Maternity, paternity, and parental leave

At NEWTON University and throughout the NEWTON University Group, we fully recognize the importance of balancing work responsibilities with personal and family life, especially in connection with significant life events such as the birth of a child.

We understand and support the fact that employees need sufficient space and time to care for their newborn or adopted child, as well as for themselves, during these moments. At the same time, we respect that everyone has different needs and preferences, and we are very flexible when it comes to setting up work communication, so-called *check ins*, and forms of even a gradual return to work, including reduced working hours and the use of *home office*.

To effectively balance work and personal and family life during maternity and subsequent parental leave, consider the following:

- Discuss your plans for taking maternity, paternity, and parental leave with your superiors, preferably well in advance, to ensure a smooth transition and coverage of your work responsibilities during your absence.
- Communicate openly with your superiors about the length of your leave and your preferred date and method of returning to work.
- Set up an automatic reply and email forwarding during your absence so that all important messages are received and dealt with appropriately.

We fully respect the needs of future parents, especially pregnant employees (scheduling breaks at work, prohibiting certain activities that could have a negative impact, adapting the workplace, etc.).

We actively maintain contact and support communication with parents on maternity, paternity, and parental leave. We are interested in maintaining mutual cooperation and facilitating a return to work with regard to their needs and requirements. Your email address will remain active for receiving newsletters, event invitations, and monitoring internal changes.

If possible, please maintain your relationships and stay informed about events at NEWTON University and within the NEWTON University Group.

We also welcome the possibility of occasional or random performance of your core or other work activities in a form that is in accordance with the applicable legislative options, but at the same time, we know that your needs and preferences may vary and change over time.

We also offer adequate support and additional options to parents caring for children who have already completed their maternity or parental leave. We fully respect the needs of breastfeeding mothers, for example, and we realize that caring for a child may be associated with more frequent absences from work due to the child's illness. We are prepared to adjust the scope of employment, work regime, including possible agreements on working from home.

Maternity leave

Six to eight weeks before giving birth, you must obtain a maternity leave form from your doctor and send it to the People department (people@newton.university).

Maternity leave lasts 28 weeks, or 37 weeks in the case of multiple births.

During maternity leave, you are entitled to time off work, after which you will receive maternity benefits (under the statutory health insurance scheme).

When you return from maternity leave, you are legally entitled to return to your original or the same position and under the same or originally valid conditions.

Further information on maternity leave and the possibilities of working during maternity leave can be obtained from the People department or the Czech Social Security Administration.

Paternity leave

Fathers are entitled to two weeks of paid leave within six weeks of the birth of their child or the child being taken into their care. This leave must be taken in one block and cannot be divided into several parts.

NEWTON provides an additional two weeks of paid leave beyond the statutory length of paternity leave.

Parental leave

If, after maternity leave, you decide to continue providing full-time care for your child, you must submit a request for parental leave to your employer and, at the same time, apply to the relevant branch of the Labor Office for the payment of parental allowance as a state social benefit.

Parental leave is unpaid leave granted for a maximum of 3 years, or up to 4 years by agreement with your employer (during this time, however, you must pay the mandatory health insurance and social security contributions).

Both the mother and father are entitled to parental leave (only one of them at a time, but they can take turns).

When returning from parental leave before the child reaches the age of 3, you are legally entitled to return to work in a comparable (but not necessarily the same) position under comparable conditions.

For more information, legal requirements, or consultation on work options, please contact the People department.

Support from your employer

- Before going on maternity and/or parental leave, ask your supervisor to designate a contact person in your team who will be available to answer your questions and pass on information during your absence.
- Actively inform your superiors and discuss with them, in particular, issues related to your return to work. Upon agreement, it is often possible to make use of flexible forms of work (reduced working hours, flexible working hours, or working from home).
- Take advantage of any opportunities for a re-onboarding process, which will make it easier for you to return to work, obtain up-to-date information, etc.

8. Managing stress or burnout in the workplace

At NEWTON, we place great emphasis on stress management, building resilience and mental well-being, as well as seeking and providing support in dealing with stressful situations whenever needed.

We consider it crucial to identify potential sources of discomfort and excessive stress, or even the symptoms of incipient burnout, in a timely manner and to take proactive steps to eliminate them.

However, we are usually unable to adequately identify your needs without your input. If you are not feeling well, are overworked, feel excessive stress or symptoms of burnout, contact your superiors or colleagues you trust, or directly contact the People team (initial contact for even a non-specific request for a meeting: people@newton.university) and talk about your feelings and needs. You will be provided with basic support and, if necessary, offered further professional assistance within and outside the NEWTON community.

Tips for handling difficult situations:

- **Take advantage of coaching and individual agreements on working conditions**
Use development interviews or appraisal meetings to openly share your difficulties or concerns. This is an opportunity to discuss your professional goals, obstacles, and areas where you need support from your superiors.
- **Communicate early on that something is not working**
If you encounter a problem or difficulty at work, communicate it early on to your superiors and relevant colleagues. A proactive approach helps prevent the situation from worsening and shows your willingness to find a solution.
- **Take breaks**
Include regular breaks in your workday to rest and recharge. Leaving your desk, taking a walk, or engaging in a relaxing activity can help reduce tension and stress.
- **Organize your time effectively**
Set priorities correctly and manage your time effectively to complete tasks on time and maintain productivity. Task lists, setting clear deadlines, and minimizing distractions can help.
- **Take care of your mental and physical health**
Make sure to take regular breaks, practice stress-building techniques, and maintain a healthy work-life balance. Taking care of yourself is essential for long-term satisfaction and performance at work.
- **Ask for help**
The NEWTON community includes experts from various professions and fields, including psychologists, coaches, mental health specialists, and others. Ask your supervisor, colleagues, or the People team who you can turn to for professional advice, psychological support, mentoring, or coaching.

9. Addressing concerns about harassment or discrimination

At NEWTON, we value diversity and inclusion as key attributes of our vibrant, dynamic, and inspiring corporate culture. In this regard, we are committed to promoting a safe and inclusive work environment where all employees feel respected, valued, and supported. We do not tolerate any form of harassment or discrimination, and all employees, students, and other collaborators are encouraged to speak openly about this topic and to share any negative experiences, feelings, or concerns they may have.

NEWTON University operates a whistleblowing platform where all employees, students, applicants, and other individuals can safely and anonymously share their experiences, feelings, concerns, complaints, or suggestions regarding discrimination, inclusion, safety, and any other areas of the functioning of NEWTON University and the NEWTON University Group as a whole.

NEWTON University occasionally organizes lectures and discussions on the issues of discriminatory behavior and various forms of harassment, as well as mental health care, in order to raise awareness of these issues and offer the necessary support to anyone who may need it.

Tips and recommendations:

- **Know your rights**
Familiarize yourself with the university's policies and procedures regarding harassment, discrimination, and whistleblowing (the **Gender Equality Plan** and **Code of Ethics** are available on the website www.newton.university).
- **Respond, defend yourself, be assertive**
If you or someone else becomes the target of any form of harassment, be assertive, clearly and firmly tell the other party that their behavior is inappropriate and must stop. For example: "Your comments are inappropriate and make me feel uncomfortable."
- **Be open, communicate your experience**
Consider whether it is possible to discuss the situation directly and openly, clarify the situation, set boundaries, and communicate your own needs and preferences. If this fails, report the harassment to your supervisor or the People department in accordance with internal company rules, or use the whistleblowing platform (link to platform). Also consider contacting trusted colleagues for support and advice in resolving the situation. Then monitor the responses and measures that have been taken.
- **Promote a culture of respect**
Promote a culture of respect and inclusion in the workplace by modeling positive behavior and speaking out against harassment and discrimination. Together, we can create a work environment where everyone feels safe, respected, and valued.

By following these steps and maintaining a firm and respectful stance, you can effectively address harassment, protect your rights and well-being, and contribute to a work culture that promotes dignity, equality, and mutual respect for all.