

Social Safety for LIC co-workers

The Leiden Institute of Chemistry is dedicated to creating a safe, diverse and inclusive environment where all co-workers at all levels can thrive and excel. We encourage everybody to try to view their own actions also from the perspective of other people who may have a different social or cultural background or who may be in a different hierarchical position.

If, however, you notice or are confronted with inappropriate behaviour of any kind, it is important that you realise that you can take action and know what to do or whom to turn to.

(1) Consider whether you can speak out to the person showing the perceived inappropriate behaviour, whether you are the person to whom the behaviour is directed or a by-stander.

(2) You can also discuss it with one of your peers or colleagues. We encourage you to do so, not only because it helps to vent your emotion, but also because this brings to light potential misbehaviour in an early stage. A colleague might also be able to help you with discussing your experience in a broader context of, e.g., the research group and/or to discuss it with the persons involved in the first place.

If, however, these approaches do not resolve the issue or you feel uncomfortable about it, you can contact one of the people listed below, as per your preference.

General:

- Your supervisor, mentor or line manager
- Any member of the LIC Management Team (see list below)
- LIC Human Resources Adviser: currently Emiel Turlings (e.c.l.turlings@science.leidenuniv.nl)
- Leiden University Confidential Counsellors (see list below)

Additional possibilities for PhD students:

- As PhD student, you can turn to your main or second supervisor, or the members of your PhD progress committee. The management office assistant (MOA) of your group can tell you who they are, if you do not know.

LIC Management Team (MT):

- Marcellus Ubbink (Scientific Director, wd@lic.leidenuniv.nl)
- Lies Bouwman (Director Education, od-chemistry@lic.leidenuniv.nl)
- Lian Olsthoorn (Director Operations, l.olsthoorn@chem.leidenuniv.nl)
- Mario van der Stelt (m.van.der.stelt@lic.leidenuniv.nl)
- Irene Groot (i.m.n.groot@lic.leidenuniv.nl)

Confidential Counsellors

Anyone who works at Leiden University can contact the [confidential counsellors](#). They can advise and support you through any procedure you follow and are sworn to confidentiality.

They can help you along the way and, if necessary, will refer you to the most appropriate person for your request. Leiden University has several confidential counsellors.

[Personnel affairs](#) (Problems with your manager/colleagues/communication problems/re-organisation of your work environment etc):

- Marije Bedaux and Nadia Garnefski: vertrouwenspersoon@bb.leidenuniv.nl

[Academic Integrity](#) (such as falsification/deliberately misleading interpretation of research results or methods, plagiarism, problems concerning co-authors or other misconduct): Jan van Ruitenbeek, +31 71 527 5450, ruitenbeek@physics.leidenuniv.nl

[PhD candidates](#) (Persistent problems between PhD student and supervisor concerning communication, strong disagreement about direction research project, or problems in working relationship with a colleague that makes you feel unsafe due to discrimination, bullying, sexual intimidation or violence)

- Confidential counsellor for PhD students of the Faculty of Science: Annemarie Meijer: +31 71 527 4927, a.h.meijer@biology.leidenuniv.nl

[Unacceptable behaviour](#) (such as bullying, sexual harassment, intimidation, discrimination and violence). Note: These people work with an external partner contracted by Leiden University:

- Ramon Kuipers: +31 6 11 46 77 83, rkuipers@winstonpartners.nl
- Mehrnoush Golafshan: + 31 6 25 04 28 86, mgolafshan@winstonpartners.nl

[Malpractice \(whistleblowing\)](#): (concerns issues related to wrongdoing where the public interest is at stake, such as violation of the law, or an imminent threat to public health/people's safety/damage to the environment/the proper functioning of the organisation in consequence of an improper act or omission). Note: This person works with an external partner contracted by Leiden University:

- Gert de Boer: +31 6 51 06 63 29, info@8hoog.nl

The [Staff Ombuds officer](#) can investigate situations of prolonged unsafe working environment. Situations can be reported there. The officer does not help you with problems of complaints, that is the task of the counsellors.

- Marjan van Dasselaar, ombuds.medewerkers@leidenuniv.nl, + 31 6 38950408

General Information

For more information about the Vision, Mission and Core Values of Leiden University, please go to: <https://www.universiteitleiden.nl/en/about-us/profile>

The Leiden University HT policy and code of conduct can be found here: <https://www.staff.universiteitleiden.nl/human-resources/hr-policy-and-code-of-conduct>