



## PROJECT IMPLEMENTATION RULES "ANTIDiscrimination Action"

### § 1

#### General

1. These rules and regulations set out the terms and conditions for participation in the project "ANTIDiscrimination Action", project no. FELD.07.05-IP.01-0114/24, implemented under the European Social Fund Plus, Measure FELD.07.05 – Integration and civil society, Priority 7 – European funds for employment and integration in the Łódź region, European Funds for Łódź 2021-2027 programme.
2. The project is implemented by SYLWIA SITKOWSKA PsychoLogika (Lead Partner) with its registered office in Warsaw (04-669), ul. Spadowa 7, and Instytut Nauk Społeczno-Ekonomicznych Sp. z o.o.-Sp.k. (Partner) with its registered office in Łódź (90-105), ul. Piotrkowska 66.
3. Project implementation period: 1 June 2025 to 31 March 2026.
4. The project is co-financed by the European Union from the European Social Fund Plus under agreement no. FELD.07.05-IP.01-0114/24-00 signed with the Łódź Province represented by the Łódź Province Management Board, on behalf of which the Provincial Labour Office in Łódź acts as the Intermediate Body under the European Funds for Łódź 2021-2027 Programme.
5. The project office is located at: ul. Narutowicza 51/1, 90-130 Łódź, tel. (+48) 737 470 413, e-mail: [projektycentrum@gmail.com](mailto:projektycentrum@gmail.com).
6. The aim of the project is to support active social inclusion in order to promote equal opportunities, non-discrimination and active participation, and to increase the employability of at least 204 (113 women and 91 men) disadvantaged project participants (i.e. people who have been subjected to hate speech, discrimination or violence on the grounds of their ethnic origin (cultural affiliation, migration), residing (in accordance with the Civil Code) studying or working in the Łódź Province, through participation in workshops raising awareness of anti-discrimination laws and policies and specialist counselling for people directly experiencing discrimination between 1 June 2025 and 31 March 2026.
7. Place of implementation: Łódź Province.
8. The project is implemented in accordance with horizontal policies: the principle of equal opportunities for men and women and the principle of equal opportunities and non-discrimination.
9. **Participation in the project is free of charge.**

### § 2

#### Glossary

Whenever the regulations refer to:

- 1) Project – this should be understood as the project "ANTIDiscrimination Action", project number FELD.07.05-IP.01-0114/24;
- 2) Intermediary Institution – this means the Provincial Labour Office in Łódź;
- 3) Project Organiser – this should be understood as SYLWIA SITKOWSKA PsychoLogika and Instytut Nauk Społeczno-Ekonomicznych Sp. z o.o.-Sp.k.;



- 4) Candidate – means a person applying to participate in the project;
- 5) Project participant – this should be understood as a person qualified to participate in the project in accordance with the rules set out in these regulations;
- 6) Unemployed person – means a person who is economically inactive or unemployed;
- 7) Economically inactive person – means a person who is not currently part of the labour force (i.e. is not working and is not unemployed). The following are considered economically inactive persons: full-time students, unless they are already employed; children and young people under the age of 18 who are in education, unless they meet the criteria for being classified as unemployed or employed; doctoral students who are not employed at a university, other institution or enterprise. If a doctoral student performs official duties for which they receive remuneration or conducts business activity, they should be treated as employed.
- 8) An unemployed person is a person who is out of work, ready to work and actively seeking employment. This category also includes persons not registered as unemployed (with public employment services) and persons registered as job seekers who meet the conditions set out in the above definition. Unemployed persons also include persons eligible for maternity or parental leave who are unemployed within the meaning of this definition (not receiving leave benefits) and persons of retirement age (including persons who have reached retirement age but are not receiving retirement benefits) and persons receiving a retirement or disability pension who are unemployed, ready to work and actively seeking employment;
- 9) A working person – this should be understood as persons aged 15 to 89 who: perform work for which they receive remuneration, from which they derive income or family benefits; persons who are employed or self-employed but are temporarily not working (e.g. due to illness, leave, labour dispute or education or training); or persons producing agricultural goods, the majority of which are intended for sale or barter. The following are also considered working persons: a) persons conducting business activity on their own account, i.e. conducting business activity or unregistered activity (defined in accordance with Article 5 of the Act of 6 March 2018 Entrepreneurs' Law), an agricultural holding or a professional practice, provided that one of the following conditions is met: -the person works in their business, professional practice or agricultural holding in order to earn income, even if the enterprise does not make a profit, - the person devotes time to running a business, unregistered activity, professional practice or agricultural holding, even if no sales or services have been made and nothing has been produced (for example: a farmer performing work to maintain his farm; an architect spending time waiting for clients in his office; a fisherman repairing a boat or fishing nets in order to continue working; persons participating in conferences, conventions or seminars), - the person is in the process of setting up a business, farm or professional practice; this includes the



- purchase or installation of equipment and the ordering of goods in preparation for the start of the activity. A family member providing unpaid assistance is considered to be a working person if the work they perform contributes directly to the business, farm or professional practice owned or operated by a related member of the same household; b) a family member providing unpaid assistance to a person running a business is considered to be a 'self-employed person'; c) persons on maternity/parental/childcare leave (the conditions of which are regulated by the Labour Code), unless they are already registered as unemployed (in which case the unemployed status takes precedence); d) students who are employed or run a business; e) persons referred to subsidised employment;
- 10) Volunteer – means a natural person who voluntarily and without remuneration performs services on the terms specified in the Act on Public Benefit and Volunteer Work;
  - 11) Person with disabilities – means a person with disabilities within the meaning of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities, as well as persons with mental disorders referred to in the Act of 19 August 1994 on mental health protection, i.e. persons with a relevant certificate or other document certifying their state of health;
  - 12) A person of foreign origin – this should be understood as a foreigner – any person who does not have Polish citizenship, regardless of whether they have citizenship of other countries;
  - 13) Foreigners – this means a natural person who does not have Polish citizenship within the meaning of Article 3 of the Act of 12 December 2013 on foreigners;
  - 14) Persons from third countries – this should be understood as persons who are citizens of countries outside the European Union. This category also includes stateless persons in accordance with the 1954 Convention relating to the Status of Stateless Persons and persons without established citizenship;
  - 15) Hate speech – this should be understood as any form of expression that disseminates, incites, promotes or justifies racial hatred, xenophobia, anti-Semitism or other forms of hatred based on intolerance, including intolerance expressed in the form of aggressive nationalism or ethnocentrism, discrimination or hostility towards minorities, migrants or persons of immigrant origin;
  - 16) Discrimination – means any distinction, exclusion or restriction on the basis of any ground such as sex, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. The purpose or effect of discrimination is to violate or fail to recognise the ability to enjoy all human rights and fundamental freedoms on an equal basis with others;
  - 17) Non-discrimination – this means the prohibition of any discrimination, in particular on grounds of sex, race, skin colour, ethnic or social origin,



genetic characteristics, language, religion or beliefs, political or any other opinions, membership of a national minority, property, birth, disability, age or sexual orientation;

- 18) Discriminatory grounds – this should be understood as gender, race, skin colour, ethnic or social origin, genetic characteristics, language, religion or beliefs, political opinions or any other opinions, membership of a national minority, property, birth, disability, age or sexual orientation;
- 19) Persons experiencing discrimination – this should be understood as persons who have been subjected to hate speech, inferior treatment or violence on any grounds, e.g. sexual orientation, ethnic origin, disability, religion, belief, worldview, age;
- 20) Place of residence – in accordance with the Civil Code (Journal of Laws No. 16, item 93, as amended), this means the place where a person resides with the intention of permanent residence;
- 21) Qualifications - means qualifications in accordance with the Guidelines for monitoring the material progress of programmes for the years 2021-2027 - Annex 2 *Basic information on obtaining qualifications under projects co-financed by the ESF+*;
- 22) Competences – means a distinct set of learning/education outcomes that have been verified in a validation process in accordance with the requirements established for a given competence, relating in particular to the learning outcomes that comprise it.

### § 3

#### **Project participants**

1. The project is aimed at 204 people (including 113 women and 91 men) experiencing discrimination, i.e. people who have been subjected to hate speech, inferior treatment or violence on the grounds of their ethnic origin (cultural affiliation, migration), residing (in accordance with the Civil Code), studying or working in the Łódź Province.
2. At least 48 people from the above group (minimum 27 women and 21 men) will be persons with disabilities.
3. The project will involve people of foreign origin (foreigners), including at least 95 people from third countries (minimum 55 women and 40 men).
4. At least 35 unemployed persons (minimum 20 women and 15 men) will be selected for the project – economically inactive and unemployed persons, including long-term unemployed persons.

### § 4

#### **Recruitment for the project**

1. Recruitment of participants for the project will take place between 1 June 2025 and 31 October 2025.
2. Recruitment for the project is open, universal and direct, in accordance with the principles of equal opportunities and non-discrimination, and accessibility for persons with disabilities.
3. Recruitment may be closed earlier if the number of places is exhausted.
4. Conditions for participation in the project:



- a) Fulfilment of eligibility criteria (mandatory):
    - residence, education or employment in the Łódź Province;
    - unemployed status (economically inactive or unemployed, including long-term unemployed);
    - having the status of a person in employment;
    - volunteer status;
    - foreign origin (foreigners);
    - experiencing discrimination, i.e. belonging to a group of people who have been subjected to hate speech, inferior treatment or violence on the grounds of their ethnic origin (cultural affiliation, migration).
  - b) Familiarisation with the project implementation rules and submission of the required recruitment documents and other (official) documents required in the recruitment process, if applicable to the person concerned, including a certificate from the Social Insurance Institution, a certificate from the employment office, a disability certificate.
  - c) Positive qualification by the Recruitment Committee.
5. Recruitment documents are available:
- a) at the project office: ul. Narutowicza 51/1, 90-130 Łódź. Contact details: tel. (+48) 737 470 413, e-mail: [projektycentrum@gmail.com](mailto:projektycentrum@gmail.com) ;
  - b) on the project website [akcjaantydiskryminacja.pl](http://akcjaantydiskryminacja.pl).
  - c) during direct meetings with the project team.
6. Documents required from candidates confirming that they meet the eligibility criteria for participation in the project:
- a) application form;
  - b) a statement that the candidate is not receiving support from more than one project in the field of social and professional activation co-financed by the European Social Fund (ESF) Plus (included in the recruitment form);
  - c) a statement of eligibility for the target group (included in the recruitment form);
  - d) a statement confirming that you have read the project implementation rules (included in the application form);
  - e) initial assessment form for specialist counselling needs (Appendix 3 to the project implementation rules);
  - f) certificate from the employment office or Social Insurance Institution or confirmation generated from the Social Insurance Institution's Electronic Services Platform<sup>1</sup> - in the case of unemployed persons: unemployed or economically inactive, respectively;
  - g) a disability certificate within the meaning of the provisions of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities (Journal of Laws of 2023, item 100, as amended), as well as persons with mental disorders within the meaning of the Act of

<sup>1</sup> The certificate/confirmation covers, for example, the absence of entitlement to pay social security contributions in connection with employment or other gainful activity; a certificate from the Social Insurance Institution (ZUS) can be obtained by submitting, for example, an application on form US-7 or via the ZUS Electronic Services Platform. The certificate is valid for 30 days from the date of issue.



19 August 1994 on mental health protection (Journal of Laws of 2022, item 2123) - in the case of persons with disabilities;

- h) a certificate from the employer confirming the employee's employment (Appendix 4 to the project implementation rules) or a copy of the employment contract or other document confirming employment – in the case of persons in employment;
- i) a copy of the contract/agreement for the performance of voluntary services – in the case of volunteers;
- j) certificate of student status (Appendix 5 to the project implementation rules) or a copy of a valid school ID card – for students;
- k) a copy of your passport or other document confirming your citizenship, a copy of your travel document and temporary residence permit (residence card) or a copy of your permanent residence permit or long-term EU residence permit or a copy of the decision granting international protection;
- l) a statement by the candidate about their experience of discrimination – Appendix 2 to the project implementation rules.

7. The candidate should submit all required application documents to the project office. Documents can be delivered in person, by post/courier or electronically in the form of scans sent to the project email address: [projektycentrum@gmail.com](mailto:projektycentrum@gmail.com).

8. If scanned copies of recruitment documents are submitted, the candidate must provide the originals no later than on the day of the start of classes (first class).

9. In case of doubts as to the submitted documents, the candidate may be asked to submit documents confirming their accuracy.

10. The organiser reserves the right to inspect additional documents confirming the candidate's eligibility.

11. Recruitment documents must be legibly signed by the candidate.

12. Applications that are incomplete and/or do not contain contact details for the candidate will not be considered.

13. Recruitment documents will not be returned.

14. The recruitment form is submitted once during the project and each time the candidate's details change (data update).

15. Submission of recruitment documents does not guarantee qualification for the project. Qualification is decided by the Recruitment Committee after a formal and substantive evaluation of the application.

16. Recruitment stages:

- I. The formal evaluation of applications includes checking the completeness and correctness of the submitted recruitment documents and documents confirming that the eligibility criteria have been met.
- II. Substantive assessment - scoring of the accepted recruitment criteria together with an assessment of the documents confirming their fulfilment (bonus criteria):
  - a) women + 5 points;
  - b) people with disabilities + 2 points.





- III. Diagnosis of the candidate's needs in relation to participation in the project – identification of the candidate's problem situation, preliminary qualification for a specific specialist within the framework of individual specialist counselling (based on the preliminary needs diagnosis form constituting Appendix 2 to the project implementation rules).
- IV. Creation of ranking lists of persons qualified to participate in the project and reserve lists:
  - a) In each recruitment round, the Recruitment Committee will select an average of 6 persons who will be qualified for the project.
  - b) The order of admission to the project will be determined by:
    - fulfilment of the mandatory criteria;
    - higher number of points awarded for bonus criteria;
    - order of applications.
  - c) Candidates with the highest number of points will be selected for the project, subject to the achievement of the target indicators (a ranking list will be created).
  - d) Candidates who are not selected to participate in the project due to a lower number of points will be placed on a reserve list, which will be used in the event of a qualified person from the main list withdrawing, provided that the person withdrawing has not completed the first form of support, i.e. workshops raising awareness of anti-discrimination regulations and policies.

17. The recruitment process will be completed with a protocol.

18. Information on the recruitment results will be provided by post and/or email and/or telephone. Ranking lists (after anonymisation) will also be published on the project websites.

## § 5

### Scope of support in the project

1. The support offered to participants in the project includes:

- 1) Workshops to raise awareness of anti-discrimination laws and policies** – the aim of this task is to raise participants' awareness of the legal aspects of protection against discrimination and to familiarise them with anti-discrimination laws and policies in force in Poland and the European Union (EU). This objective will be achieved, among other things, by familiarising participants with key legal acts concerning protection against discrimination on grounds of gender and sexual orientation; improving their ability to identify and counteract discrimination in various spheres of life (work, education, public services); preparing participants to use available legal mechanisms and institutions dealing with human rights protection and anti-discrimination; strengthening equal treatment attitudes and supporting the creation of environments free from discrimination.

The framework for support includes: introduction to anti-discrimination law and equality policies; legal



legal protection against discrimination in Poland and the EU; forms and manifestations of discrimination; case studies – analysis of real cases of discrimination; institutions dealing with anti-discrimination and human rights; practical aspects of anti-discrimination – how to recognise discrimination in everyday professional and private life; channels for reporting discrimination and pursuing one's rights; creating a discrimination-free environment – how to implement anti-discrimination policies in the workplace; practical exercises and simulations of discriminatory situations – how to react?

Support provided by a trainer/trainers for 6 teaching hours (45 minutes) per group – a total of 34 groups of 6 people each (a total of 204 people will receive support). The dates of the meetings will be adapted to the needs of the project participants in locations close to their places of residence. The effects of the workshops will be checked in a validation process in accordance with the 4 stages of learning/education.

## **2) Specialist counselling for people directly experiencing discrimination**

– the aim of the task is to support participants in solving legal, psychological and psychiatric problems caused by discrimination on the grounds of ethnic origin (cultural affiliation, migration), diagnosed at the stage of recruitment of a given person to the project. The framework scope of support includes, among others:

- legal counselling (5 teaching hours per person; classes planned for 90 people): providing legal advice in oral and written form; presenting and discussing regulations, sample letters, drafting procedural documents; assistance in taking legal action in court and out-of-court proceedings;
- psychological counselling (10 teaching hours per person; classes planned for 204 people): psychological assistance, emergency support, support in building mental resilience to discrimination, learning assertiveness and coping with discriminatory factors;
- consultation and advice with a psychiatrist (duration: 2 teaching hours per person; classes planned for 20 people): assistance to people whose discrimination causes psychiatric changes, case analysis in the selection of therapy and/or pharmacology, referral for further diagnosis and elimination of discriminatory factors causing pathological changes; assistance aimed in particular at people with a history of anxiety, depressive and personality disorders that recur due to experiences of discrimination.

The programme of individual support will be tailored to the specific case of each person participating in the project (based on the diagnosis of needs at the recruitment stage and the needs identified during the participant's participation in the support). The above support will be provided by specialists in specific fields: a lawyer, a psychologist and a psychiatrist.

The dates of the meetings will be agreed individually with each participant at locations close to their place of residence.

2. Individual and group classes will be held in person.





## **§ 6**

### **Rules for monitoring participants**

1. As part of the project, ongoing monitoring of planned activities is carried out.
2. Project participants are required to cooperate with project team members in all activities undertaken for the purposes of project monitoring, i.e.:
  - a) completing questionnaires assessing the quality of the support provided;
  - b) providing information at the request of the project team on any issues related to the person's participation in the project;
  - c) participating in all forms of monitoring carried out by institutions participating in the implementation of the European Funds for Łódź 2021-2027 Programme.
3. For the purposes of project monitoring, participants are required to:
  - a) inform the project team of any changes to the data provided in the recruitment documentation within 7 days of their occurrence;
  - b) confirming receipt of the support received with their own signature (attendance lists, confirmation of receipt of teaching materials, catering).
4. Project participants are required to make their image available in the form of a group photograph (including all participants in a given group). The photographs will be taken during classes conducted as part of the project for the purposes of monitoring the implementation of support. By accepting these rules, the participant agrees to the monitoring of the classes in at least the following manner: the trainer conducting the class stands at the back of the room and takes a photo of the room with the participants (the participants have their backs to the camera). The faces of the participants will not be visible in the photo, only their silhouettes. The photos from the classes will be provided to the Organiser for the purpose of monitoring the classes.

## **§ 7**

### **Obligations of participants**

1. Project participants are required to:
  - a) comply with these rules and regulations;
  - b) actively and punctually participate in the forms of support provided for them in the project, be committed and diligent in their activities and cooperate with the project team;
  - c) participate in surveys aimed at measuring satisfaction with the support provided and other factors relevant to the quality of the project implementation;
  - d) participating in classes to the extent specified in these regulations – 100% attendance for both group and individual classes;
  - e) confirming attendance at each class by signing the attendance list;
  - f) informing about planned absences – by phone or e-mail;
  - g) providing information about their situation after completing their participation in the project (within 4 weeks of completion), data and documents necessary to calculate the so-called result indicators, i.e. documents:



- confirming an improvement in their social situation, e.g. a certificate of enrolment in education; a certificate from career counsellors/psychologists or teachers confirming an improvement in motivation to work and increased self-confidence; certificates of participation in voluntary work; a medical certificate confirming an improvement in health;
  - confirming the acquisition of qualifications/competences: certificates/attestations.
- h) compliance with the rules of social coexistence;
  - i) in the event of a situation preventing further participation in the project, immediate submission of a written statement on the matter, together with an explanation of the reasons;
  - j) providing the institutions involved in the implementation of the European Funds for Łódź 2021-2027 Programme with the necessary information for the purposes of evaluation, monitoring, control and reporting.
2. In the event of failure to comply with the above rules, the Organiser has the right to remove the participant from the list of project participants and charge them for the costs of participation in the project.

## **§ 8**

### **Obligations of the Project Organiser**

1. The Project Organiser is obliged to:
- a) organising all forms of support listed in § 5 of these regulations.
  - b) issuing certificates/certificates confirming qualifications/competences to participants after workshops raising awareness of anti-discrimination regulations and policies (provided that they attend 100% of the classes);
  - c) providing coffee breaks for participants taking part in workshops raising awareness of anti-discrimination regulations and policies;
  - d) providing access to the project office on working days: Monday-Friday (excluding public holidays).

## **§ 9**

### **Rules for withdrawal from the project**

- 1. In the event of withdrawal from the project before the start of classes, the participant undertakes to inform the Project Organiser in person or by telephone as soon as possible.
- 2. Withdrawal from the project is possible only in justified cases and is effected by the participant submitting a signed statement stating the reasons for withdrawal.
- 3. Valid reasons for withdrawal may be due to health reasons or force majeure and, as a rule, cannot be known to the participant at the time of commencement of participation in the project.
- 4. In the event of withdrawal from the classes, the participant is obliged to return the teaching materials received at the latest at the time of submitting the written statement of withdrawal.
- 5. The organiser reserves the right to remove a participant from the list of project participants in the event of a breach of these regulations and the rules of social conduct, in particular in the event of a breach of the physical integrity of another



participant, trainer or employee of the organiser, proven theft or particular vandalism.

6. In the event of removal from the list of project participants as a result of a violation of these rules, the participant may be required to pay a fee equal to 100% of the cost of organising the classes within 14 days of the date of delivery of the decision to remove them from the list of project participants.
7. The amount of the fee shall be determined individually for each participant, taking into account all circumstances relating to their participation in the project.

## **§ 10**

### **Final**

1. Any matters not covered by these regulations shall be decided by the Organiser.
2. The final interpretation of these regulations shall be made by the Project Organiser in accordance with the guidelines for institutions participating in the implementation of the European Funds for Łódź 2021-2027 Programme.
3. The Project Organiser reserves the right to amend these rules during the course of the project.
4. Any changes to the regulations will be published on the project website.
5. The Organiser undertakes to keep confidential the data of project participants, which will be collected and processed in accordance with the provisions of the Act of 13 June 2016 on the protection of personal data (Journal of Laws of 2016, item 922, as amended) for purposes related to recruitment, monitoring, control and evaluation of the project.
6. **The Regulations shall enter into force on 2 June 2025.**

### **Attachments:**

1. Recruitment form for the "ANTIDiscrimination Action" project
2. Declaration of the candidate for the "ANTIDiscrimination Action" project
3. Preliminary diagnosis form for specialist counselling needs for the "ANTIDiscrimination Action" project
4. Employer's certificate of employment of an employee for the "ANTIDiscrimination Action" project
5. Certificate of student status for the "ANTIDiscrimination Action" project