

APPROVED BY  
Order No. A-636 of the Rector of  
Kaunas University of Technology of  
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## **REGULATIONS OF THE EQUALITY COMMITTEE OF KAUNAS UNIVERSITY OF TECHNOLOGY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Regulations of the Equality Committee of Kaunas University of Technology (hereinafter – Regulations) set out the tasks, functions, rights, obligations, the composition of the Equality Committee (hereinafter – Committee) of Kaunas University of Technology (hereinafter – University), the procedure for the organisation of work and the examination of the cases of the violation of equal opportunities.

2. The Committee is a constantly operating institution appointed by the order of the University's Rector which examines the reports/complaints of the members of the University's community regarding the discrimination, harassment, sexual harassment, violations of equal opportunities and persecution at the University.

3. In its activities, the Committee follows the Constitution of the Republic of Lithuania, the Labour Code of the Republic of Lithuania, the Law on Equal Opportunities for Women and Men of the Republic of Lithuania and other laws, the United Nations Convention on the Elimination of all Forms of Discrimination Against Women, the documents approved by the European Council and other legislation related to the consolidation of the principle of equal opportunities and rights for women and men, the Guidelines for the Equality and Diversity Policy and its Implementation of the University, these regulations and the University's other internal legislation.

4. The Committee operates as an independent, objective and impartial body without any prejudice with regards to discrimination, harassment, sexual harassment, violations of equal opportunities and persecution and the persons who have potentially responsible for these violations.

5. A process flow diagram "To Conduct the Activities of the Equality Committee of Kaunas University of Technology" is prepared following the Regulations and provided in Appendix 1 to the Regulations.

### **CHAPTER II TASKS AND FUNCTIONS OF THE COMMITTEE**

6. The tasks of the Committee:

6.1. To examine the reports/complaints of the members of the University's community regarding the violation of equal opportunities or persecution;

6.2. To provide consultations to the members of the University's community on the issues of equal opportunities and diversity policy;

6.3. In cooperation with the Human Resources Management Office and the Department of Student Affairs, to implement the Guidelines for the Equality and Diversity Policy and its Implementation of the University and carry out the prevention of the violations of equal opportunities.

7. While implementing the assigned tasks, the Committee performs the following functions:

7.1. Makes decisions regarding the beginning of the examination upon the receipt of the report/complaint of the member of the University's community regarding the case of the possible violation of equal opportunities;

7.2. Taking into consideration the nature of the conducted violation, it makes decisions regarding the application of sanctions (penalties, prevention procedures) following the provisions of the Labour Code of the Republic of Lithuania or the University's internal legislation;

7.3. While resolving the disputes, it searches for the peaceful solution and the opportunities of the conciliation of the parties of the dispute;

7.4. Applies the prevention procedure when the victim is not willing to start the examination or there is not sufficient basis to begin the examination.

### **CHAPTER III RIGHTS AND OBLIGATIONS OF THE COMMITTEE**

8. While performing the assigned tasks and functions, the Committee has the right to:

8.1. Receive all the required information about the examined issues from the heads of the departments, other employee and students of the University;

8.2. Contact the representatives of the University's other departments and students as well as the specialists for the examination of the issues to be solved by the Committee;

8.3. Propose to apply sanctions and measures in the University's departments to prevent the possible cases of the violation of equal opportunities and persecution as well as other, additional actions and measures not provided for in the plan for the objective solving of the identified problems or the reports/complaints regarding the violation of equal opportunities and persecution;

8.4. Provide recommendations regarding the integration of the aspects of gender equality and equal opportunities in the University's strategic plans, the organisational processes in studies and research and other internal documentation regulating the activities of the University.

9. The Committee is obliged:

9.1. To perform its functions timely and properly, implement the assigned tasks;

9.2. While examining the reports/complaints of the members of the University's community, follow the principles of confidentiality, justice and discretion.

### **CHAPTER IV ASSEMBLING OF THE COMMITTEE AND ORGANISATION OF WORK**

10. The Committee is assembled and its composition is approved by the order of the University's Rector.

11. The Committee is assembled for a 4-year term of office from the representatives of the academic, administrative personnel and students. The Committee consists of 3 representatives of the academic, administrative personnel and 2 representatives appointed by the students. The Committee is assembled following the principles of non-discrimination and gender equality.

12. The persons who are appointed as members of the Committee have to know the national and international legislation regulating the aspects of equal opportunities and discrimination. The members of the Committee have to have the required knowledge, experience and skills to make the respective decisions on the issues of the violation of equal opportunities and discrimination.

13. The members of the Committee perform their functions free of charge, on time when they are free from their work or studies.

14. The members of the Committee are prohibited to disclose any information related to the examination to the persons who are not involved in the procedure of the examination. The members of the Committee sign the confidentiality agreement.

15. The chairman of the Committee leads the activities and meetings of the Committee and is responsible for the performance of its functions. The chairman is elected after the approval of the composition of the Committee during the first meeting of the Committee.

16. At the proposal of the chairman of the Committee, the Committee approves the secretary elected from the members of the Committee.

17. The meetings of the Committee are convened upon the receipt of the report/complaint of the member of the University's community regarding the violation of equal opportunities or persecution, also, if needed, but at least twice per year.

18. At the meetings of the Committee, all the conversations related to the examination of the report and the gathering of data can be recorded notifying the interviewed persons about this procedure in advance. The audio records are used for the preparation and/or clarification of protocols and are deleted afterwards.

19. The meetings of the Committee can be organised remotely.

## **CHAPTER V**

### **PROCEDURE FOR THE EXAMINATION OF THE CASES OF THE VIOLATION OF EQUAL OPPORTUNITIES**

20. The written reports/complaints regarding the violation of equal opportunities or persecution can be submitted to the Committee by all the members of the University's community as well as the candidates to the vacancies who think that equal opportunities have not been provided to them or the situation of the violation of equal opportunities has occurred against them. The reports/complaints are submitted in the electronic system <https://pranesk.ktu.edu/> or by email at [pranesk@ktu.lt](mailto:pranesk@ktu.lt). A report/complaint can be submitted orally, applying directly to the Committee and documenting the conversation in the protocol.

21. A member of the University's community can also report the alleged case of the violation of equal opportunities or persecution anonymously by submitting a written report/complaint addressed to the Committee. Such a report/complaint is delivered to the Document Management Office under the general procedure. An anonymous report/complaint is examined by the Committee if it specifies the victim, the University's employee who violates the equal opportunities, the date/period and location of the violation, other facts, circumstances and arguments or if there is sufficient evidence for the basis of the report/complaint regarding the violation and a fair examination procedure of the report/complaint can be guaranteed.

22. Upon the receipt of the victim's report/complaint, the Committee notifies both parties about the procedure for the examination of the report/complaint within 3 (three) working days at the latest.

23. If the initial examination of the report/complaint reveals that a report/complaint is unfounded or the evidence is insufficient, the examination can be terminated without any further actions, notifying the person who has submitted the report/complaint

24. If it is identified that the report/complaint regarding the violation of equal opportunities is submitted without any justification, with a purpose to undermine the reputation of another member of the University's community, such behaviour is considered a serious and unacceptable violation of work responsibilities and academic ethics and the liability can be applied for such behaviour under the provisions of the Labour Code of the Republic of Lithuania or the University's internal legislation.

25. The Committee examines the reports/complaints and makes its decisions in the meetings. The meetings are documented in protocols, they can be recorded notifying the participants about this procedure in advance. The audio records are used for the preparation and/or clarification of protocols and are deleted afterwards.

26. A report/complaint is examined thoroughly following the principles of discretion and justice with regards to both parties; treating them with due respect and dignity.

27. The report/complaint is examined in the shortest possible period but not exceeding 1 (one) month from the date of the receipt of the report/complaint.

28. If the case is very complicated (for example, many witnesses have to be interviewed, the victim, accused person or witnesses are difficult to reach, the examination has to be postponed due to the vacation, illness of the related persons or other unpredicted situations), the deadline of the examination can be postponed notifying both parties in writing.

29. While examining the received information or the report/complaint, the Committee aims to assess the situation properly and correctly; therefore, it can invite the member of the University's community who submits the report/complaint, the person accused of the violation, the possible witnesses to the meeting, as well as other employees and students of the University who could provide the required information and help the Committee to make the right, objective and impartial decision.

30. If the Committee determines that a member of the University's community has violated the equal opportunities, the decision regarding the sanctions (penalties, prevention procedures) is made with consideration of the nature of the violation under the provisions of the Labour Code of the Republic of Lithuania or the University's internal legislation

31. The Committee notifies the victim and the accused person about the decisions made in writing within 2 (two) working days after the decision-making at the latest. The Committee notifies the Rector in writing regarding the imposition of the sanctions (penalties).

32. The penalties are imposed by the order of the Rector or his authorised person. The penalties are imposed on the Rector by the University's Council.

33. If the victim or the accused person disagrees with the Committee's decision, he/she has the right to submit an appeal to the Committee providing additional information and circumstances for the repeated examination of the decision. The appeal can be submitted within 1 (one) month from the date of the notification of the victim or the accused person about the decision. The victim or the accused person has the right to apply to other competent institutions under the general procedure, for example, the Office of the Equal Opportunities Ombudsperson, the Dispute Settlement Committee, the pre-trial investigative body or the court.

34. In case of a dispute regarding the Committee's decisions and if the Committee disagrees on the final decision, the Committee can apply for the recommendations to the Office of the Equal Opportunities Ombudsperson.

35. The Committee makes its decisions by the majority of the votes of the members participating in the meeting. The chairman of the Committee has a casting vote in the event of a tie.

36. The meeting of the Committee is considered legitimate if at least ½ of the members of the Committee are present.

37. In the cases when the victim member of the University's community wishes only to discipline the accused person and prevent such actions in the future and does not want to begin the examination or when there is not sufficient basis to begin the examination, the prevention procedure is applied.

38. If the Committee decides to apply the prevention procedure, the responsible person repeatedly introduces the University's equal opportunities policy to the accused person, focusing on the principles and aspects the non-compliance of which caused the initiation of the prevention procedure.

39. The prevention procedure is conducted in the form of an interview, during which the Committee or the person assigned by the Committee's decision individually interviews the victim and the accused member of the University, and which aim is to peacefully resolve the disagreements.

40. The limitation period for the examination of the cases of the violation of equal opportunities at the University is one year after the occurrence of the actions which could constitute a violation of equal opportunities. The limitation period of the repeatedly examined report/complaint is 6 months.

## **CHAPTER V FINAL PROVISIONS**

41. The Regulations are amended, supplemented or repealed by the order of the University's Rector.

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