

APPROVED by
Order No. A-451 of the Rector of
Kaunas University of Technology of
30 November 2022

POLICY ON EQUALITY AND DIVERSITY AND VIOLENCE PREVENTION AT KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

SECTION I PURPOSE AND APPLICATION OF THE POLICY

1. The Policy on Equality and Diversity and Violence prevention at Kaunas University of Technology (hereinafter – Policy) sets out the principles for the assurance of equal opportunities and diversity and violence prevention, the measures and procedure for their implementation at Kaunas University of Technology (hereinafter – University).

2. The policy includes the following areas: gender equality, diversity, discrimination, harassment and violence.

3. The objective of the Policy is to ensure the physical, psychological and sexual safety and equal position of all the University employees and students regardless of their gender, sexual orientation, disability, age, race, ethnic origin, nationality, religion, faith, language, background, social status, views or opinions, citizenship, family status, intentions to have a child/children and the application of the principles of violence prevention and equal opportunities and diversity in all the areas related to the University's functions.

4. The Policy does not include the composition of the violence and sexual harassment set out by the Criminal Code of the Republic of Lithuania and the criminal prosecution activities.

5. The Policy is not applied to the relationships of the members of the University community in the private space or if they are not related to the University's academic, employment relationships, studies or living environment at the University's dormitories.

6. The preparation of the Policy included consultations with the work council of the University.

SECTION II DEFINITIONS

7. The following definitions are used in the Policy:

7.1. **Discrimination** is direct and indirect discrimination, harassment, instruction to discriminate against persons based on their gender, sexual orientation, disability, age, race, ethnic origin, nationality, citizenship, religion, faith, language, background, social status, health condition, marital and family status, views or opinions, intentions to have a child/children, membership of a political party, trade union or association, as well as due to the circumstances unrelated to the employee's business qualities or the fact that the employee has exercised or exercises the rights set out by the Labour Code.

7.2. **Diversity** is a cultural practice of accepting, respecting and appreciating individual differences.

7.3. **Equal opportunities** are the implementation of the human rights set out in the international documents of human and citizen rights, and the legislation of the Republic of Lithuania regardless of the person's gender, sexual orientation, disability, age, race, ethnic origin, nationality, religion, faith, language, background, social status, views or opinions, citizenship, family status,

intentions to have a child/children. Equal opportunities at work mean an equal approach to the employees regardless of their gender, sexual orientation, disability, age, race, ethnic origin, nationality, religion, faith, language, background, social status, views or opinions, citizenship, family status, intentions to have a child/children.

7.4. **Violation of equal opportunities** is direct and indirect discrimination, instruction to discriminate, harassment or sexual harassment.

7.5. **Indirect discrimination** is an act or omission, the standard of the law or evaluation criterion, apparently neutral provision or practice that are formally equal, but their implementation or application causes or may cause the occurrence of actual restriction of the use of rights and privileges, priority or advantage based on the person's gender, sexual orientation, disability, age, race, ethnic origin, nationality, religion, faith, language, background, social status, views or opinions, citizenship, family status, intentions to have a child/children, except for the cases when such act or omission, the standard of the law or evaluation criterion, condition or practice is justified by a legitimate objective, and this objective is pursued by appropriate and necessary measures.

7.6. **Direct discrimination** is the treatment of a person by providing him/her with less favourable conditions based on the person's gender, sexual orientation, disability, age, race, ethnic origin, nationality, religion, faith, language, background, social status, views or opinions, citizenship, family status, intentions to have a child/children in comparison to the conditions that are, were or would be provided to another person, except for the cases stipulated by Article 2(9) of the Law on Equal Opportunities of the Republic of Lithuania and paragraph 18 of this Policy.

7.7. **Violence** is misconduct by one or more persons (usually one-off, sudden) which deliberately inflicts physical, mental, sexual or economic harm on another person(s) and is related to work or studies, and which causes, or is likely to cause, non-material or material damage to the employee or student.

7.8. **Physical violence** is intentionally causing physical pain to another person.

7.9. **Harassment** is continuous unwanted behaviour (usually orally or in writing) when someone offends or aims to offend a person's dignity based on the person's gender, sexual orientation, disability, age, race, ethnic origin, nationality, religion, faith, language, background, social status, views or opinions, citizenship, family status, intentions to have a child/children, or someone aims to create or creates an intimidating, hostile, humiliating or offensive environment.

7.10. **Sexual harassment** is offensive conduct of sexual nature unacceptable to and unwanted by the person who is being harassed, expressed orally, in writing or by physical action, when such behaviour is caused by a goal or its impact to undermine the person's dignity, particularly by creating an intimidating, hostile, humiliating or offensive environment.

7.11. **Psychological violence** is repetitive, non-physically harmful behaviour, based on a power relationship, used by a person against another person who is weaker in that relationship, which often results in psychological trauma for the latter.

7.12. **Mobbing** is psychological violence expressed through targeted and systematic psychological harassment of a victim, usually ongoing and lasting for an indefinite period, with varying degrees of frequency, and which may stop and then resume again after a while. Acts of mobbing include bullying, isolation of the employee, demonstrative avoidance, gossiping and other acts that are bothering and stressful for the victim. Mobbing is considered a serious breach of work discipline and academic ethics.

7.13. **Violence and harassment prevention** is the actions to ensure that an employee/student or group of employees/students do not experience hostile, unethical, degrading, aggressive, offensive, insulting behaviour aiming to intimidate, undermine the employee/student or group thereof or put them in a powerless position.

7.14. **Social status** is a natural person's acquired education, qualification or studies at educational and academic institutions, the person's job position, property, received income, the need for state support stipulated by the legislation, business or family relations and/or other factors related to the person's financial/economic or political status.

7.15. **The University community** is the members of the academic community, the members of the governing bodies, the employees of the administration and other non-academic departments.

7.16. **Committee** is a permanent committee appointed by the rector's order to which the University employees and students can safely report a problem related to an incident of violence or a violation of equal opportunities at work.

CHAPTER II

KEY PRINCIPLES OF THE IMPLEMENTATION OF THE POLICY ON EQUALITY AND DIVERSITY AND VIOLENCE PREVENTION

8. In their activities, the members of the University community follow the principles of gender equality, non-discrimination, and prohibition of violence and harassment set out in the Labour Code of the Republic of Lithuania, the Law on Equal Opportunities for Women and Men of the Republic of Lithuania and other legislation.

9. The direct and indirect forms of discrimination, as well as instruction to discriminate based on the person's gender, sexual orientation, disability, age, race, ethnic origin, nationality, citizenship, religion, faith, language, background, social status, health condition, marital and family status, views or opinions, intentions to have a child/children, trade union or association, as well as due to the circumstances unrelated to the employee's business qualities or the fact that the employee has exercised or exercises the rights set out by the Labour Code, are not tolerated and prohibited at the University.

10. Harassment expressed in any form, sexual harassment, psychological violence, bullying, persecution or use of the person's position are also not tolerated and prohibited at the University.

11. The University takes measures and guarantees that members of the University community, who submit a report/complaint or are a party in the examination of the report/complaint or the proceedings regarding the violation of equal opportunities or the case of violence, are protected against the hostile behaviour or negative consequences and persecution.

12. The University takes measures and guarantees that members of the University community are provided with the necessary assistance within the territory of the University when needed, for example, the assistance of the psychologist, healthcare, as well as information about the possibilities of the necessary assistance outside the University.

13. The University is responsible for the provision of conditions for work and studies preventing harassment and bullying culture in the academic community.

14. The decisions related to the recruitment or admission, dismissal or expulsion from the University, evaluation of work and students, training, compensations, education, remuneration and other payments, promotion, vacations, behaviour during work and studies at the University and other relevant issues are made in a non-discriminatory manner, based on the principles of equal opportunities for men and women, equal remuneration for equivalent or equally valued work, and equal treatment of men and women, taking into consideration the objective criteria and factors.

15. The University takes measures to provide conditions for disabled persons to apply to the University's vacancies, work, advance their career, learn and study, according to the capacities (with regards to the specifics of the provided services) and financial resources available at the University.

16. The University organises its activities while creating an open environment where individual differences, potential and contributions of all its employees and students are acknowledged and appreciated. Each employee and student of the University has the right to work and study in an environment that encourages respect for everyone's dignity, without experiencing any hostile, unethical, humiliating, aggressive, insulting or offensive actions.

17. Not all cases of behaviour with employees and students are considered discrimination or violation of equal opportunities. The following cases are not considered discrimination:

17.1. special protection for women during pregnancy, childbirth and breastfeeding;

17.2. requirements of occupational safety only applied to women, aiming for the preservation of their health with regards to the women's physiological characteristics;

- 17.3. specific work that can be performed only by a person of a specific gender;
- 17.4. age restrictions stipulated by the law when they are justified by a legitimate goal and the means of achieving that goal are appropriate and necessary;
- 17.5. requirement for knowledge of the official language stipulated by the law;
- 17.6. different rights with regards to citizenship applied in the cases stipulated by the law;
- 17.7. special measures stipulated by the law applied in the areas of health protection, occupational safety, employment and labour market aiming to create and apply the conditions and possibilities guaranteeing and promoting the integration of disabled persons in work or academic environment;
- 17.8. special provisional measures stipulated by the law and applied for the insurance of equality and prevention of the violation of equal opportunities based on gender, sexual orientation, disability, race or ethnic origin, religion or beliefs;
- 17.9. the cases when a certain personal characteristic is a usual and crucial professional requirement due to the nature of specific professional activities or their performance conditions; when this goal is legitimate and the requirement is proportional.

CHAPTER III

INFORMATION AND EDUCATION OF THE COMMUNITY OF KAUNAS UNIVERSITY OF TECHNOLOGY

18. Information and education of the University community on the issues of equal opportunities and diversity is provided by the Human Resources Management Office in cooperation with the University's Equality and Violence Prevention Committee (hereinafter – Committee) assembled by the rector's order and the Department of Student Affairs. The Human Resources Management Office is responsible for the implementation of the measures of the policy on equal opportunities and diversity and violence prevention at the University.

19. While implementing the measures of the policy on equal opportunities and diversity and violence prevention at the University, the Human Resources Management Office performs the following functions:

19.1. in cooperation with the Department of Student Affairs, provides consultations to the members of the University community on the issues of the violations of the policy on equal opportunities and diversity and violence prevention;

19.2. periodically monitors compliance with the documents regulating the prevention, examination of the violations of equal opportunities and mitigation of the consequences;

19.3. if necessary, conducts surveys of the members of the University community on the issues of prevention of the violations of equal opportunities and violence;

19.4. gives recommendations to the members of the University community on the issues of protection against the violations of equal opportunities and violence;

19.5. implements measures for the prevention of the violations of equal opportunities and violence at the University;

19.6. publicises the results and indicators of the measures for the implementation of equal opportunities and violence prevention at the University;

19.7. in cooperation with the Committee and the Department of Student Affairs, if necessary, organises training on equal opportunities and violence prevention for the members of the University community.

20. To avoid violence and harassment, the members of the University community are recommended to comply with the following key provisions:

20.1. analyse their behaviour and assess whether it complies with the procedure set out by the University;

20.2. be more conscious, know or assume which behaviour could be considered a violation of equal opportunities or violence;

20.3. be attentive and sensitive towards each other, respect private life, approaches and beliefs, physical and psychological integrity, try to comprehend whether behaviour expressed orally, in writing or by physical action can cause consequences that are unpleasant, unwanted, undermining the person's dignity, disturb another member of the community in the work or academic environment and interfere with the proper performance of their duties;

20.4. to avoid the behaviour that is unpleasant and unacceptable to the member of the University community and the negative consequences of such behaviour, in case of doubts if a certain behaviour can be unwanted or make the other member of the University community feel uncomfortable, undermine his/her dignity, it is recommended to ask and discuss with that member or other members of the community in advance whether a certain behaviour and form of communication are unacceptable;

20.5. not be a passive observer of the behaviour violating the procedure set out by the University and take active steps to stop such behaviour;

20.6. if experiencing any behaviour with characteristics of the violation of equal opportunities or psychological violence, it is recommended to say in a calm and polite tone of voice or otherwise state to the person acting in this manner that his/her behaviour is unacceptable and has to be stopped;

20.7. if the violation of equal opportunities or violence happened to another member of the University community, it is recommended to encourage that member and speak about it, encourage him/her talk to the person who has performed these actions and immediately state that such behaviour is unacceptable and has to be stopped.

20.8. members of the University community immediately report physical violence at the place of work or studies to the General Emergency Centre (GEC) by calling 112. Employees report such behaviour to their direct manager and students to the vice-dean for studies.

21. The following means of information are used to inform the University community about the issues of the policy on equal opportunities and diversity and violence prevention:

21.1. Key information about equal opportunities and their implementation and violence prevention is provided in the specific section on the University website at <https://ktu.edu/>;

21.2. Key information for the University students is provided in the academic publications, the student newsletter and by the University email;

21.3. The printed and digital booklets and information publications are distributed in the environment of the University;

21.4. Training, seminars, and information meetings are organised;

21.5. The principles of ethics and behaviour in the process of studies and the principles of the policy on equal opportunities and diversity and violence prevention are introduced to the University students in the "Office 365" space;

21.6. The principles of the policy on equal opportunities and diversity and violence prevention as well as other relevant documents regulating the issues of equal opportunities policy and violence prevention are introduced to new and current employees of the University in the employee guide provided on the University's website at <https://ktu.edu/> and the University's intranet.

CHAPTER IV

VIOLENCE AND MOBBING PREVENTION AT KAUNAS UNIVERSITY OF TECHNOLOGY

22. The University does not tolerate inappropriate behaviour in the form of threats of reprisals, use of violence, ignoring, oppression, etc., which damages or is likely to damage the personality, dignity and health of the victim employee, or puts the victim in a powerless position or has any other adverse effect on the mental or physical health of the employee.

23. The following are the signs of a predisposition to physical violence that may lead to violent behaviour:

23.1. staring and eye contact (staring and glaring to intimidate another person);

23.2. tone and volume of voice and (using a raised tone of voice to make demands, or loudness of voice to drown out dialogue or the opponent's comments);

23.3. anxiety (wringing, rubbing hands);

23.4. mumbling, whimpering;

23.5. pacing, walking restlessly.

24. The following expressions of psychological violence and mobbing and unacceptable behaviour are identified at the University:

24.1. shouting and/or communicating in a raised tone, uncontrolled emotions;

24.2. threats of dismissal or worsening of working/study conditions;

24.3. intrusive interest in private life;

24.4. unwanted comments on appearance, clothing, except in cases where it is related to hygiene, violates the rights of other employees/students to safety and health at work/studies;

24.5. insulting jokes, bullying, gossip, rumours, slander, and offensive gestures;

24.6. deliberate isolation/ignoring of the employee/student in activities of work/studies, deliberate withholding of assignments, or continuous and systematic assignment of tasks outside the scope of one's duties and competence;

24.7. underestimation of achievements, criticism of an employee or student for the performed tasks aiming to insult or humiliate him/her;

24.8. destructive criticism of an employee or student regarding the performed tasks aiming to insult or humiliate him/her;

24.9. collection and/or dissemination of information not related to the employee's job functions or the student's study activities;

24.10. influence on an employee or student to perform certain functions/services unrelated to work or studies.

25. Not all treatment of employees and students is considered psychological violence or mobbing. Recognition of psychological violence at work or studies depends on the subjective perception of the environment of each member of the University community, and therefore situations may arise where:

25.1. a person may mistakenly perceive psychological violence due to his/her education, acquired competencies or other circumstances (for example, due to ignorance of the requirements of the legislation regulating the activities or the functions of the job; due to the lack of knowledge of the University's internal legislation);

25.2. deficiencies in the work performed are expressed or valid comments are made about gaps in training during the performance evaluation of employees or evaluation of the progress of students;

25.3. misunderstandings, discussions, and disagreements arise between members of the University community;

25.4. verification of whether an employee performs the duties obliged to him/her by the employment contract and requirement of compliance with the requirements of internal legislation.

26. To prevent any expressions of physical and psychological violence and mobbing at the University, it is mandatory to:

26.1. respect the dignity of others;

26.2. communicate with another person respectfully and politely

26.3. ensure by the person's behaviour a working and study environment in which the other person is not subjected to hostile, unethical, humiliating, aggressive, offensive or insulting actions.

27. Behaviour of a member of the University community that has the characteristics of physical and psychological violence and mobbing or inappropriate behaviour towards another member of the community or towards other persons (for example, guests, candidates for a vacancy) is prohibited and considered a violation of work discipline or, if it occurs systematically and intensively over a long period, a serious breach of work discipline.

28. In the event of physical or psychological violence and mobbing or inappropriate behaviour, or if such behaviour is observed towards another person, active steps must be taken to stop

the unacceptable behaviour, not to tolerate the expressions of such behaviour or treat such behaviour as a joke, not to encourage such behaviour with a smile of approval or any other actions that support the inappropriate behaviour.

CHAPTER V

SEXUAL HARASSMENT PREVENTION AT KAUNAS UNIVERSITY OF TECHNOLOGY

29. The University follows the principle that sexual harassment is completely unacceptable and incompatible with academic, conduct and work ethics.

30. The behaviour of the member of the University community with characteristics of sexual harassment is not tolerated and prohibited.

31. Sexual harassment is one of the forms of the violation of equal opportunities and it may occur as physical, verbal or non-verbal actions.

32. Unacceptable or unwanted physical actions of sexual harassment include:

32.1. touching (for example, patting, caressing, fondling, grabbing, aiming to kiss, kissing) when the person has clearly expressed a disagreement;

32.2. persecution;

32.3. seeking a sexual relationship or sexual relationship when the person has clearly expressed a disagreement. In these cases, the victim can apply to the University's responsible persons as well as law enforcement institutions.

33. Unacceptable or unwanted verbal actions of sexual harassment include:

33.1. talks or hints of sexual content humiliating women and men or gender because of physical characteristics and manners;

33.2. talks of sexual content aimed to mock another person;

33.3. demand of dates, hugs when the person has clearly expressed a disagreement;

33.4. demand of sexual services (for example, in exchange for a preferred grade or another academic or professional opportunity);

33.5. demand to satisfy sexual fantasies.

34. Unacceptable or unwanted non-verbal actions of sexual harassment include:

34.1. showing, sending or giving the video material, photographs, drawings or other visual means of sexual content;

34.2. displaying genitalia.

35. The goal of sexual harassment is sexual satisfaction, the desire to humiliate another person, demonstrate the person's supremacy and the acts of sexual harassment can be performed: 1) when the person has power because of his/her job position (for example, in case of subordination relationships, hierarchically unequal relationships); 2) when the person has power with regards to the decision-making (for example, decisions regarding the evaluation of achievements, recognition and promotion); 3) when the power is based on coercion (for example, by causing psychological and physical fear); 4) between the equal persons of the same status.

36. Each member of the University community, who notices sexual harassment against another member of the community, is recommended to not tolerate such behaviour and encourage the victim to state to the person who has performed such actions that such behaviour is unacceptable and has to be stopped as well as tell the members of the community who are behaving improperly that their behaviour is unacceptable.

37. It is recommended to examine the reports/complaints about the potential cases of sexual harassment with the presence of the University psychologist.

38. While examining the reports/complaints about the potential cases of sexual harassment, the University aims to ensure the highest level of confidentiality during the interviews with the victims, the accused persons and the witnesses.

CHAPTER V

RECRUITMENT AND DISMISSAL OF THE EMPLOYEES

39. The recruitment at the University is conducted according to the job position's criteria, taking into consideration the candidate's skills, competence, qualification and knowledge.

40. The vacancies are announced publicly on the University website, specialised search portals and databases, press publications and other chosen measures taking into consideration the nature of the selection. The job offers specify the requirements related to the competencies, experience and skills required for the performance of the job functions. The ads for vacancies are prepared in a manner preventing the possibility to apply only for candidates of a certain gender, sexual orientation, disability, age, race, ethnic origin, nationality, citizenship, religion, faith, language, background, social status, health condition, marital and family status, views or opinions, intention to have a child/children, membership of the political party, trade union or association.

41. All the requirements/questions in the job offer and during the work interview are related only to the candidate's suitability for the performance of the job function, the candidate's competence, professionalism, experience and similar criteria.

42. All the questions provided to the candidates for vacancies are related to the selection criteria. It is prohibited to demand the candidate to provide information related to the candidate's health condition, qualification or other circumstances unrelated to the direct performance of the job function. The University employees present at the interview cannot provide any questions related to the candidate's gender, age, sexual orientation, social status, disability, race or ethnic origin, religion, views or faiths, candidate's role at home or in family, except for the cases when it is directly related to the proper performance of the job function.

43. After the conclusion of the employment contract with the candidate, the responsible employees of the Human Resources Administration Office inform the employee about the information related to the family status that is required to be provided for the insurance of the guarantees stipulated by the legislation and collective agreement. If an employee refuses to provide such information, the responsible employees of the Human Resources Administration Office may notify that without the provision of the specified information or documents, the University cannot ensure the application of the guarantees stipulated by the legislation and collective agreement to the employee.

44. The criteria of the dismissal applied at the University are related only to the employee's qualification, improper performance of the job duties or other circumstances stipulated by the law. While deciding on the employee's dismissal, equal dismissal criteria are applied to all the University employees, taking into consideration the objective criteria.

CHAPTER VI

EMPLOYEES' WORKING CONDITIONS, UPSKILLING, REMUNERATION AND PROMOTION

45. The University undertakes to provide equal conditions for all employees in terms of upskilling, professional development, retraining and acquisition of practical work experience. The composition of the employee's remuneration, the procedure of its determining and formalising are stipulated by the Regulations on Employee Remuneration of Kaunas University of Technology. The amount of remuneration of a potential or present employee is determined according to the Regulations on Employee Remuneration of Kaunas University of Technology, objective criteria related to the employee's skills, competence, qualification, experience and knowledge.

46. Bonuses, payments and premiums are allocated to the employees following the Regulations on Employee Remuneration of Kaunas University of Technology. The University allocates such payments or motivational measures based on the key principles of equal opportunities, integrity and rationality.

47. The employee's promotion opportunities at the University depend on the objective criteria and circumstances: the employee's competence, qualification, experience and knowledge, achieved

work results, quality of the work, the University strategy, objectives and capacities to provide a higher position to the employee.

48. The evaluation of employees' work at the University is organised according to the Guidelines for the Planning and Management of Annual Activities of the Administration and Service Employees of Kaunas University of Technology.

CHAPTER VII

PROTECTION OF EMPLOYEES AND STUDENTS IN CASE OF THE VIOLATION OF EQUAL OPPORTUNITIES AND VIOLENCE

49. All members of the University community and candidates for the vacancies who think they have not been provided with equal opportunities or have experienced violence have a right to submit a reasonable report/complaint to the University.

50. The cases of violence, discrimination, harassment, violations of equal opportunities and persecution at the University, as well as reports/complaints regarding the violation of equal opportunities and violence submitted by the employees and students are examined and decisions are made by the Committee. The Committee is assembled and its activities are organised according to the Regulations of the Equality Committee of Kaunas University of Technology.

51. The University and/or the victim can also apply to the external institutions regarding the violation of equal opportunities or violence (for example, the Office of the Equal Opportunities Ombudsperson) and inform them about the case of violation and/or transfer its examination to these institutions if the alleged violation was committed by a person over whom the University has no jurisdiction to take any action.

52. The examination of the case by the external institutions does not prevent the University from conducting its examination; however, the University's examination can be postponed while the evidence is being collected for the examination of the external institutions. In this case, the University can make intermediate decisions if they are required to ensure the safety of the victim and/or the University community. If the external institutions begin their examination when the University has already begun its examination, the University, upon consulting the victim, can continue or end its examination.

53. The member of the University community who has encountered a case of the violation of equal opportunities or violence can also get a consultation without the submission of the official report/complaint by applying to the employee of the Human Resources Management Office responsible for the implementation of the measures of the policy on equal opportunities and diversity violence prevention at the University.

54. The member of the University community reports the alleged case of the violation of equal opportunities or violence in the electronic system <https://pranesk.ktu.edu> or by email at pranesk@ktu.lt. The employee's or student's report/complaint is considered confidential information and cannot be disclosed to persons unrelated to the alleged violation or its examination, except for the cases when this information has already been disclosed by the reporting person. The report/complaint can also be submitted orally by directly applying to the Committee and documenting this conversation in the minutes.

55. The member of the University community may also report the alleged case of the violation of equal opportunities or violence 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 complaint is examined by the Committee in case it specifies the victim, the University employee who has violated equal opportunities or been violent, the date/period and location of the violation, other actual circumstances and arguments or when the evidence on which the report/complaint about the violation is based is sufficient and a fair examination procedure of the report/complaint can be guaranteed.

56. All the reports/complaints regarding the violation of equal opportunities or violence received from the members of the University community are examined under the procedure stipulated by the Regulations of the Equality Committee of Kaunas University of Technology.

57. The University takes measures and guarantees that members of the University community do not experience harassment or sexual harassment at the place of work and studies, including their living environment at the University's dormitories and during the rest breaks and work-related trips, during training, events and in the work-related communication, nobody is given instructions to discriminate, employees and students are not persecuted and are protected against the hostile behaviour or negative consequences in case a member of the University community submits a report/complaint, or is a party in the proceedings regarding the violation of equal opportunities against the University, its employee, student or another person otherwise related to the University.

58. Any persecution or hostile behaviour against the member of the University community or candidate for the vacancy who has submitted a report/complaint regarding the violation of equal opportunities is prohibited and considered a serious violation of work duties and academic ethics.

CHAPTER VIII

IMPLEMENTATION AND ENFORCEMENT MEASURES FOR THE POLICY ON EQUALITY AND DIVERSITY AND VIOLENCE PREVENTION

59. The following measures may be implemented at the University for the implementation of the policy on equality and diversity and violence prevention and its enforcement:

59.1. The survey of the University employees and students – a tool to analyse the situation of equality (or lack thereof) at the University. The questions are formulated in a manner helping to reveal the needs, well-being of the employees and microclimate. Surveys can be conducted at the level of a team, office, department or the entire University. Surveys are conducted by the Human Resources Management Office and the Department of Student Affairs at least once per year;

59.2. Labour flexibility – flexible organisation of working time facilitates balancing of professional and family life, reduces stress and improves the microclimate. Information and consultations regarding the examples/methods or flexible working hours are provided by the direct manager and responsible employees of the Human Resources Administration Office;

59.3. Individual timetable of studies – due to the important reasons stipulated by the University (disability, chronic diseases, long-term nursing of close relatives, etc.) and with the consent of the module's lecturer, the faculty's Dean can allow the student to attend classes during the semester, perform tasks and have their assessments according to an individual timetable;

59.4. Groups, clubs, and teams of the members of the University community – employees and students form groups united by a common goal (for example, a group of women, a group of employees of a certain age, etc.). The purpose of such groups is the representation of the group's interests in the organisation's management and policy-making;

59.5. At the employee's or student's request, the Committee can anonymise a situation and raise a question which is solved at the level of the University's management;

59.6. Training and consultation – the University employees and students are educated on the topic of the policy on equal opportunities and diversity and violence prevention; they are enabled, provided with the knowledge helping to understand the meaning and essence of equal opportunities at work/studies and violence prevention, and their benefits. Training and consultation perform the functions of education and information;

59.7. Set of regulations – the regulations are prepared by the University informing the employees and students how they have to behave to avoid harassment or sexual harassment at work or studies. The regulations are published in the Document Management System and the “Office 365” environment, distributed with the University's newsletter and in the specially prepared guides. All the University employees and students have to read these regulations;

59.8. Adapted conditions of work and studies – the University's infrastructure is adapted to the disabled employees and students, older people and other employees who face various challenges

at work because of their disability. The University creates a culture of work, studies and administration that is free of violence, harassment and bullying, and decisions are made with regards to their impact on various social groups;

59.9. Adaptation of parents, guardians and adoptive parents who are returning to the labour market – if needed and under the employee's request, special training and seminars are organised for the University employees who are returning from parental leave; they are informed about the latest work methods, changes and innovations at the University. The Human Resources Management Office is responsible for the organisation of these training and seminars;

59.10. Adaptation of students who are returning to studies – if needed and under the students' request, special training and seminars are organised for the University students who are returning to studies after their academic leave of absence; they are informed about the changes in the study process, other innovations and changes. The Department of Student Affairs is responsible for the organisation of these training and seminars.

60. The monitoring of the enforcement of the University policy on equality and diversity and violence prevention is conducted by preparing annual action plans, specifying goals, tasks and indicators that are constantly monitored, controlled and publicised.

61. In cooperation with the Committee, the Human Resources Management Office prepares and provides recommendations for the application and implementation of the principles of equal opportunities and diversity and violence prevention in various processes, procedures and regulations of the University.

CHAPTER IX FINAL PROVISIONS

62. The Human Resources Management Office and the Department of Student Affairs are responsible for the supervision of the implementation of the Policy.

63. The Policy is binding to the University employees and students; all employees and students have to comply with the established obligations and follow the principles established in the Policy while performing the functions of their work and studies. Employees and students individually read the Policy in the Document Management System and “Office 365” environment. Employees and students are notified regarding the Policy’s entry into force by email.

64. The Policy is reviewed and, if needed, updated at least once per year and after the examination of a new case of violence and violation of equal opportunities or if the imperative regulatory legislation in the area of the Policy is amended.

65. The Policy can be amended or repealed by the order of the rector of the University.
