

APPROVED by  
Order No. A-179 of the Rector of  
Kaunas University of Technology of  
17 May 2023

## **REGULATIONS OF THE EQUALITY AND VIOLENCE PREVENTION COMMITTEE OF KAUNAS UNIVERSITY OF TECHNOLOGY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Equality and Violence Prevention Committee (hereafter - Committee) of Kaunas University of Technology (hereafter - University) is a permanent institution established by the order of the rector of the University which examines reports (complaints) of community members regarding discrimination, harassment, sexual harassment, violations of equal opportunities and violence at the University.

2. Activities of the Committee are guided by 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, other laws, the United Nations Convention on the Elimination of All Forms of Discrimination against Women, the documents adopted by the European Council, other legislation related to the establishment of the principle of equal opportunities and rights of women and men and the prevention of violence, the Policy on Equality and Diversity and Violence Prevention of Kaunas University of Technology, the present regulations, and other internal legislation of the University.

3. The Committee operates as an independent, objective and impartial body without any preconceived notions regarding discrimination, harassment, sexual harassment, violations of equal opportunities and cases of violence and the perpetrators of alleged violations.

### **CHAPTER II TASKS AND FUNCTIONS OF THE EQUALITY AND VIOLENCE PREVENTION COMMITTEE**

4. Tasks of the Committee:

4.1. Examining reports (complaints) from members of the University community regarding the violations of equal opportunities or violence;

4.2. Consulting community members on equal opportunities and violence prevention issues;

4.3. In cooperation with the Human Resources Management Office and the Department of Student Affairs, implementing the University's Policy on Equality and Diversity and Violence Prevention and preventing violations of equal opportunities and violence.

5. In carrying out the tasks entrusted to it, the Committee performs the following functions:

5.1. Upon receiving a report (complaint) of an alleged violation of equal opportunities or a case of violence, decides whether to open an investigation;

5.2. Taking into account the nature of the violation committed, decides on the application of impact measures (penalties, prevention procedures) based on the provisions of the Labour Code of the Republic of Lithuania or the University's internal legislation;

5.3. In resolving disputes, seeks peaceful solutions and opportunities for reconciliation between the parties;

5.4. Applies the prevention procedure when the victim does not wish an investigation to be initiated or there are insufficient grounds for an investigation.

### **CHAPTER III RIGHTS AND OBLIGATIONS OF THE EQUALITY AND VIOLENCE PREVENTION COMMITTEE**

6. In carrying out the assigned tasks and functions, the Committee is entitled to:

6.1. Receive all relevant information on the examined issues from the heads, other employees and students of the University departments;

6.2. Use representatives of other University departments and students and specialists to examine the issues analysed by the Committee;

6.3. Propose to apply actions and measures in individual departments of the University to prevent possible violation of equal opportunities and cases of violence, objectively resolve identified problems or reports (complaints) of violation of equal opportunities and violence;

6.4. Make recommendations for the integration of equal opportunities and violence prevention measures into the University's strategic plans, processes for organising study and research activities and other internal documents regulating the activities of the University.

7. The Committee is obliged to:

7.1. Carry out its functions and tasks timely and properly;

7.2. Observe the principles of confidentiality, fairness and discretion when examining reports (complaints).

### **CHAPTER IV FORMING AND ORGANISATION OF THE WORK OF THE EQUALITY AND VIOLENCE PREVENTION COMMITTEE**

8. The Committee is established and its composition is approved by the order of the rector of the University.

9. The Committee is composed of academic and administrative employees and students for a 4-year term. The Committee is composed of 3 representatives of academic and 3 representatives of administrative employees and 2 student representatives. The Committee is formed observing the principles of non-discrimination and gender equality.

10. Members of the Committee are appointed based on their familiarity with national and international legislation on equal opportunities and discrimination. Members of the Committee must have the necessary knowledge, experience and skills to make respective decisions on issues of violation of equal opportunities, discrimination and violence.

11. Members of the Committee perform their functions without remuneration, during their main work or studies.

12. Members of the Committee are prohibited from disclosing any information related to the investigation to persons not involved in the investigation procedure. Members of the Committee sign a confidentiality agreement.

13. The activities and meetings of the Committee are chaired by the chairperson of the Committee who is responsible for the performance of its functions and elected after the approval of the composition of the Committee at the first meeting of the Committee.

14. At the proposal of the chairperson of the Committee, the Committee approves the secretary who is elected from the members of the Committee.

15. The meetings of the Committee are convened when it receives a report (complaint) from a community member regarding the violation of equal opportunities or violence, as well as when necessary, but at least twice a year.

16. At meetings of the Committee, all conversations related to the examination of the report and the collection of data may be recorded, after the persons interviewed have been informed of this procedure. Audio recordings are used for the preparation and/or revision of the minutes and destroyed afterwards.

## **CHAPTER V**

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

17. Any member of the University community, as well as candidates for vacant positions who believe that they have been denied equal opportunities or have been subjected to a situation of violation of equal opportunities, can submit a written report (complaint) to the Committee regarding a violation of equal opportunities or harassment.

18. Upon receipt of a report from a victim, the Committee notifies both parties in writing about the procedure and process for examining the report within 3 working days at the latest.

19. If the initial examination of the report reveals that the report is unfounded or lacks evidence, the examination may be terminated without any further action being taken, after notifying the person who submitted the report (complaint).

20. The Committee examines reports (complaints) and makes decisions at its meetings. Meetings are minuted and may be audio-recorded, provided that the persons present have been informed of this procedure. The audio recording is used to prepare and/or revise the minutes and destroyed afterwards.

21. The report (complaint) is examined thoroughly, observing the principles of discretion and fairness towards both parties, showing due respect for them and without any violation of their dignity.

22. The report (complaint) is examined as soon as possible, but not more than 1 month from the date of receipt of the report (complaint).

23. If the case is very complex (for example, a large number of witnesses have to be interviewed, the victim, complainant or witnesses are difficult to reach, the examination has to be postponed due to the holidays or illnesses of the persons involved, or other unforeseen situations), the time limit may be extended. Both parties must be notified in writing.

24. When examining the information or report received and aiming to properly and fairly assess the situation, the Committee may invite to the hearing the employee or student who has complained, the person accused of the violation, possible witnesses and other employees and students of the University who could provide the necessary information and assist the Committee in reaching a fair, objective and impartial decision.

25. The Committee notifies the victim and the complainant in writing about the decisions taken within 2 working days of the decision-making at the latest. The Committee notifies the rector in writing about the application of the measures of sanctions.

26. If the victim or the complainant disagrees with the Committee's decision, he/she is entitled to appeal to the Committee, together with additional information and circumstances which would

require a reconsideration of the decision. The appeal may be lodged within one (1) month from the date on which the victim or the complainant is informed about the decision made. The victim or the complainant also have the right to apply to other competent authorities, such as the Office of the Equal Opportunities Ombudsperson, the Labour Disputes Commission, the pre-litigation investigation institution, or the court.

27. In the event of a dispute concerning the Committee's decisions, as well as a disagreement among the Committee about the final decision, the Committee may refer the matter to the Office of the Equal Opportunities Ombudsperson for guidance.

28. The Committee makes its decisions by consensus of the members present at the meeting. If the members of the Committee do not reach a consensus, the final decision is made by the chairperson of the Committee.

29. A meeting of the Committee is considered lawful if at least ½ of the members of the Committee are present.

30. In cases where the aggrieved community member wishes only to discipline the complainant and prevent such acts in the future and does not wish an investigation to be opened, or where there are insufficient grounds to open an investigation, the prevention procedure is applied.

31. If the Committee decides to apply the prevention procedure, the responsible person repeatedly informs the complainant community member about the Policy on Equality and Diversity and Violence Prevention of Kaunas University of Technology, pointing out the principles and aspects for non-compliance with which the prevention procedure has been initiated.

32. The prevention procedure is applied in the form of an interview, during which the Committee or a person appointed by its decision communicates individually with the victim and the complainant community member aiming to resolve the disagreements peacefully.

## **CHAPTER V FINAL PROVISIONS**

33. The regulations can be amended, supplemented or revoked by the order of the rector of the University.

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