

MYKOLAS ROMERIS UNIVERSITY SENATE

RESOLUTION

REGARDING APPROVAL OF MYKOLAS ROMERIS UNIVERSITY EQUAL OPPORTUNITIES AND DIVERSITY POLICY

In accordance with Mykolas Romeris University Statute's 5th and 8th graphs and the Labour Code of the Republic of Lithuania 26th-30th graph requirements, the Senate of Mykolas Romeris University on September 30th, 2021 d e c i d e d :

1. To approve Mykolas Romeris University's Equal Opportunities and Diversity Policy – attached.
2. This Resolution takes effect from the day of registration.

I hereby announce this Resolution of the Senate of Mykolas Romeris University has been approved.

UNIVERSITY RECTOR

PROF. INGA ŽALĖNIENĖ

This Mykolas Romeris University Senate Resolution is authentic.

Senate Chairman

Prof. Dr. Romas Prakapas

Distribution

1 – Original

To all departments

Prepared by Dr. Nomeda Gudeliene

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MYKOLAS ROMERIS UNIVERSITY'S EQUAL OPPORTUNITIES AND DIVERSITY POLICY

I. GENERAL PROVISIONS

1. Mykolas Romeris University's (from hereon University) equal opportunities and diversity policy (from hereon Policy) establishes the implementation order of basic non-discriminatory, inclusion, safe and healthy environment principles of the University.
2. Goal – to ensure all members of the University community and interested parties' equal opportunities without discrimination on the basis of sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinion, age, sexual orientation, disability, ethnicity, religion and other equal opportunities' principle application in all areas of the University's activities.
3. The Policy is prepared in accordance with applicable international human rights agreements and documents in the Republic of Lithuania, the Labour Code of the Republic of Lithuania, the Equal Opportunity Law, the Men's and Women's Equal Opportunity Law and other legal acts.
4. The Policy is an internal document of the University outlining order mandatory for all members of the academic community.
5. Every two years a Policy implementation plan (from hereon Plan) is prepared, which shall be approved by Order of the Rector.

II. TERMS

6. **Discrimination** – behavior with a person when on the basis of sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion a person is subject to less favourable conditions than in similar circumstances are, have been or would have been applied to another person. Discrimination can be direct or indirect.
7. **Discriminatory Language** – insulting, degrading or not neutral language regarding sex, race, nationality, citizenship, language, origin, social status, beliefs, views or opinions, age, sexual orientation, disability, ethnicity or religion.
8. **Inclusion** – University policy, encouraging student, alumni, staff, social partner inclusiveness and participation in the professional, social, cultural and sports-academic life of the community.
9. **Diversity** – University practice, recognizing, valuing and respecting each Community member's uniqueness and individuality.

10. **Equal Opportunities** – human rights implementation by not discriminating against persons due to their sex, race, nationality, citizenship, language, origin, social status, beliefs, views or opinions, age, sexual orientation, disability, ethnicity or religion.

11. **Dignity** – a personal non-property value protected right, human self-esteem, perception of one's inner values related to the level of honesty, intellect and education, values, behavior in society and one's actions, especially the performance of duties to others.

12. **Harassment** – unwanted, undesired behaviour, when due to sex, race, nationality, citizenship, language, origin, social status, beliefs, views or opinions, age, sexual orientation, disability, ethnicity or on the basis of religion, it is sought to offend or offending the dignity of a person or seeking to create an environment that is hostile, terrorizing, degrading or insulting.

13. **Social Status** – the totality of social circumstances determined by the acquired education, qualification, available personal property, income, the need for state support and other factors related to a person's economic situation.

III. BASIC PRINCIPLES

14. The University creates a healthy, safe, transparent, ethically inclusive environment that promotes diversity and inclusion and values and protects the dignity of each individual.

15. The University does not tolerate any direct or indirect discrimination, harassment, psychological violence, bullying, abuse of position, degradation of dignity and reputation, discriminatory language.

16. Decisions on study, education, recruitment, career, promotion, training, salary and other benefits, leave and conduct at work shall be taken on the basis of the dignity of each person, without discrimination and taking into account objective criteria and factors.

17. The University, in accordance with available financial resources and other resources, seeks to enable persons with disabilities to apply for vacant positions in the University, to work, pursue a career or study.

18. The following shall not be deemed to be discrimination or a violation of equal opportunities:

- 18.1. special protection for women during pregnancy and childbirth and breastfeeding;
- 18.2. requirements for physical training, safety and health at work aimed at preserving the health of members of the community taking into account physiological characteristics;
- 18.3. statutory age restrictions where this is justified by a legitimate aim and is pursued by appropriate and necessary means;
- 18.4. statutory requirement to speak the state language;
- 18.5. in cases prescribed by law, different rights apply due to citizenship;
- 18.6. special measures established by law in the fields of health protection, occupational safety, employment, labor market in order to create and apply conditions and opportunities guaranteeing and promoting integration into the working environment for the disabled.

IV. WORK RELATIONS

19. The policy applies to all areas related to labour relations: employment, recruitment, working conditions, job evaluation, career conditions, promotion, pay, incentives or penalties, opportunities for further training, reconciling family and work responsibilities, redundancies, employment and other related labour matters.

20. The employee's career and promotion opportunities at the University must depend only on the employee's competence, qualification, available experience and knowledge, achieved work results, work quality and the University's ability to give the employee a higher position.

21. The salary payment system must be transparent and based on objective criteria. Every University employee must have access and ability to get acquainted with the salary payment system.

22. University documents must use non-discriminatory language that promotes equal opportunities.

V. STUDIES

23. The Policy applies regarding admission to studies, during the studies process, raising qualifications, developing professional competencies and providing practical work experience, assessing knowledge, awarding scholarships, dormitory places and other issues related to studies.

24. Students are encouraged to choose research work topics, internships, on the basis of increasing understanding of equal opportunities and diversity principles and their application.

25. In documents for students (guidelines for research papers, internship rules, final paper defense order etc.) non-discriminatory language must be used assuring equal opportunities and diversity.

26. The principles of equal opportunities and diversity are applied in student final papers and for doctoral heads taking into account the qualifications of lecturers and requirements of academic researchers.

VI. PROCEDURE FOR SUBMITTING AND EVALUATING COMPLAINTS

27. A complaint regarding that a student or staff employee has violated norms of this Policy can be presented to the Community Welfare Center in writing or by e-mail: bgc@mruni.eu (also anonymously.) The received complaint is registered by the Vice-Rector's aide for Sustainable Development issues. If she is not available, then the Head of the Community Welfare Center registers the complaint in the Document and Processes Management System of the University (eDVS) in the received document register.

28. University staff and student reports (complaints) regarding violations of equal opportunities are evaluated in accordance with the Rector's April 8th, 2019 Resolution No. II-77, "Regarding Approval of Harassment, Sexual Harassment and Persecution Prevention Rules at Mykolas Romeris

University“ approved order. All reports (complaints) are investigated adhering to requirements of confidentiality and Data Protection.

29. Any type of persecution and hostile behaviour against an University academic community member, who has submitted a complaint regarding violation of equal opportunities and diversity principles, is prohibited and considered a serious violation of work duties.

30. Having determined that a University staff employee or student has committed an equal opportunities violation, depending on its nature, the Labour Code of the Republic of Lithuania may be applied along with responsibility outlined in other legal acts.

31. Having determined that a complaint or report, regarding violation of equal opportunities or diversity, was presented seeking to harm the reputation of another employee, such behavior is considered a violation of work duties for which disciplinary measures would be taken in accordance with the Labour Code of the Republic of Lithuania and other legal acts.

VII. POLICY IMPLEMENTATION AND EFFECTIVENESS EVALUATION

32. The Policy is mandatory for all members of the University community. Staff employees and students must adhere to the outlined guidelines undertaking their work functions or studies obligations in accordance with the principles outlined in the Policy. Staff employees and students independently acquaint themselves with the Policy. Employees and students are informed about the Policy taking effect by an informational note that is sent by e-mail.

33. Seeking to ensure the implementation of the Policy and its effectiveness at the University the following means should be implemented:

33.1. an annual Policy and Plan implementation Report should be issued regarding progress and evaluation of results;

33.2. the Policy Report is presented to University heads, employees in various position categories and dividing students up according to gender for results;

33.3. workshops and consultations for University Heads and employees on issues of equal opportunities and diversity and possible unconscious bias on the issue of gender;

34. In order to ensure implementation of the Policy and its effectiveness at the University the following means may be implemented:

34.1. analysis of University norm legal acts and monitoring from the aspect of equal opportunities and diversity;

34.2. preparation of recommendations for commissions regarding hiring and studies;

34.3. monitoring of results and evaluation of hiring and studies' procedures;

- 34.4. analysis of University management structures equal opportunities and diversity aspects and preparation of recommendations for University management structures;
- 34.5. preparation of guidelines for University staff about possibilities to combine work and commitments to family for those with young, underage children and those nursing sick family members;
- 34.6. analysis of University activity documents, workshops for preparers of documents;
- 34.7. survey of staff employees and students;
- 34.8. integration of those with disabilities into the work and studies' process;
- 34.9. a flexible work schedule, with conditions to combine work and personal life;
- 34.10. prayers rooms for employees and students of various religions, relaxation spheres and healthy environment;
- 34.11. employees and students should congregate in teams, groups, clubs which unite them in common interests and goals.

VIII. FINAL PROVISIONS

35. The Policy is announced in the University legal acts informational system and the University website www.mruni.eu.
36. At the University Community Welfare Center, there is allocation of human resources, time and financial resources to implement the Policy.
37. The University Community Welfare Center organizes training and provides consultations regarding implementation of the Policy.
38. The effectiveness of the Policy is evaluated continuously and changes are considered and (or) supplements.
39. The Policy Implementation Report is presented in the annual University activities report.