



**MYKOLAS ROMERIS UNIVERSITY  
RECTOR**

**ORDER ON THE DESCRIPTION OF THE PROCEDURE FOR ASSESSMENT AND  
INVESTIGATION OF PSYCHOLOGICAL VIOLENCE CASES**

In accordance with order No V-699/A1-241 of the Minister of Health of the Republic of Lithuania of 24 August 2005 on the Approval of Methodological Instructions for the Study of Psycho-Social Occupational Risk Factors, the methodological recommendations of the State Labor Inspectorate under the Ministry of Social Security and Labor of 23 October 2020 on the Prevention of Psychological Violence in the Work Environment and Improvement of Psycho-Social Work Conditions, the order of Minister of Health of the Republic of Lithuania of 10 March 2020 No. V-322 on the Approval of the Action Plan for the Improvement of Psycho-Emotional Climate and Psychological (Emotional) Well-Being in the Health Care System for 2020-2022, I:

1. C o n f i r m the Procedure for Assessing and Investigating Psychological Violence Cases at Mykolas Romeris University (attached).

2. Assign the heads of structural units of Mykolas Romeris University to ensure proper implementation of the Procedure for Assessment and Investigation of Psychological Violence Cases at Mykolas Romeris University in his / her led structural unit.

Rector

prof. dr. Inga Žalėnienė

Distribution:  
1 – Original

To all structural units

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5420

APPROVED  
by Mykolas Romeris University  
Rector's Order  
10 March, 2022, No. 1I-71

**MYKOLAS ROMERIS UNIVERSITY**  
**THE DESCRIPTION OF THE PROCEDURE FOR ASSESSMENT AND INVESTIGATION**  
**OF PSYCHOLOGICAL VIOLENCE CASES**

**I. GENERAL PROVISIONS**

1. Mykolas Romeris University (hereinafter referred to as the University) description of the procedure for the assessment and investigation of psychological violence cases (hereinafter referred to as the Procedure) has been prepared in accordance with the Minister of Health of the Republic of Lithuania of 24 August 2005 on the Approval of Methodological Instructions for the Study of Psycho-Social Occupational Risk Factors, the methodological recommendations of the State Labor Inspectorate under the Ministry of Social Security and Labor of 23 October 2020 on the Prevention of Psychological Violence in the Work Environment and Improvement of Psycho-Social Work Conditions, the order of Minister of Health of the Republic of Lithuania of 10 March 2020 No. V-322 on the Approval of the Action Plan for the Improvement of Psycho-Emotional Climate and Psychological (Emotional) Well-Being in the Health Care System for 2020-2022 and the Code of Academic Ethics of the University.

2. The Description is aimed to recognize psychological violence cases and make it possible for University students and employees who may have suffered psychological violence in a work or study environment to seek help, enable the University community to create and ensure a healthy, safe, preventive environment for psychological violence, develop positive behavior of University community members, and create friendly, safe settings for studies and work.

3. The Description establishes the procedure for monitoring, evaluating and examining psychological violence cases in the University study and work environment.

4. The following terms are used in the Description:

4.1. **Psychological violence** means acts that are hostile, unethical, humiliating, aggressive, abusive, offensive, which encroach on the honor and dignity of an individual employee, student or group of students, the psychological integrity of a person, or that seek to achieve the employee, student or group of employees, students or groups of employees intimidate, belittle, or push into a helpless position. Two forms of manifestation of psychological violence are distinguished: harassment (when a person is repeatedly and deliberately exploited, threatened and humiliated because of work- or scientific-related circumstances) and violence (when one or more employees or students are attacked in work-related or scientific contexts);

4.2. **Murmur(s)** – a member of the University community or a group of them who carries out psychological violence;

4.3. **The victim(s)** means a member of the University community who has experienced psychological violence or a group of them;

4.4. **"Commission "** means a commission set up for the examination and evaluation of cases of psychological violence and for the submission of recommendations to the rector regarding the imposition of penalties on the abuser, approved by order of the rector.

5. Any form of psychological violence or its manifestations is intolerable at the University, it is evaluated in accordance with the procedure established by the internal legal acts of the University.

6. At the university, it is intolerable any of psychological violence directed by the person against the person:

6.1. ***Related to the professional field:***

- 6.1.1. Public humiliation;
- 6. 1.2. Belittling the opinion;
- 6. 1.3. Accusation of lack of effort;
- 6. 1.4. Assignment of meaningless tasks that do not correspond to competence;
- 6.1.5. Exclusion from areas for which the employee or student was responsible or constantly repeated exclusion from activities corresponding to the competence, without objective reason;
- 6.1.6. Excessive assignment of work or scientific workload;
- 6. 1.7. Control of work and not adequate deadlines.

6. 2. ***Related to personal reputation:***

- 6. 2.1. Abusive remarks;
- 6. 2.2. Obloquy;
- 6. 2.3. Frightening;
- 6. 2.4. Belittling;
- 6. 2.5. Hints of age, gender, race or other personal matters, gossip.

6. 3. ***Related to insulation:***

- 6. 3.1. Psychological and social exclusion;
- 6. 3.2. Limitation of possibilities;
- 6. 3.3. Ignoring the opinion;
- 6. 3.4. Adverse reactions;
- 6. 3.5. Concealment of information necessary for work or science.

7. The possible forms of manifestations of psychological violence are considered in each case individually, based on the algorithm of Mykolas Romeris University for responding to cases of psychological violence and providing assistance after its occurrence (Appendix 1 to the Description).

## **II. ASSESSMENT AND EXAMINATION OF CASES OF PSYCHOLOGICAL VIOLENCE**

8. Having investigated, observed or suspected any case of psychological violence among members of the University community, each member of the University community:

8.1. Cases of psychological violence experienced or suspected of being experienced or suspected should be reported orally or by e-mail to the Head of the Psychological Counseling Department of the University's Community Welfare Center (hereinafter referred to as the "Responsible Employee"), and if he is on vacation or absent for other reasons, to the head of the University's Community Welfare Center, who has the right to fulfill all the obligations of the Responsible Employee; if the responsible employee joins the process after it has begun, the further investigation is transferred to the Responsible Employee;

8.2. If the suspects a case, it must immediately intervene and take measures to stop any suspicious actions (intervene and stop the process of psychological violence, if necessary – testify about the specific case, etc.);

8. 3. The potential abuser should be reminded of the provisions of the University's internal rules of procedure, the University A's academic code of ethics, and this Requests.

9. Having received a notification about a possible case of psychological violence at the University, the Responsible Employee registers it in the journal of registration of cases of possible psychological violence (Appendix 2) and within 5 working days is obliged to perform further actions, which are also recorded in the journal:

9.1. To inform the head of the unit or subdivisions in which the victim and the potential abuser work or study and the vice-rector who supervises the unit for academic affairs about the current situation and coordinate further actions with him;

9. 2. To clarify the situation – to collect evidence, testimonies, listen to all persons involved in the situation, to determine whether it is a case of possible psychological violence or other behavior that does not correspond to the forms of psychological violence presented in the Description; if it is established that this is a case of possible psychological violence, to carry out further actions;

9. 3. Provide for an action plan that he must discuss with the victim, which will help to stop the manifestations of violence and prevent further actions of a potential abuser, if necessary - to adjust the action plan.

10. Per 10 working days after the registration of the event to organize individual interviews with participants in possible psychological violence - potentially violent, witnesses.

11. In order to ensure that the action plan is complied with, a month after individual interviews, the Responsible Employee must ask the complainant about the situation – it has improved, has not changed or worsened, and the information received is recorded in the logbook of cases of possible psychological violence (Appendix 2).

12. After two inspections remain (the second inspection is organized a month after the interviews with the participants in the event) and the situation does not improve, immediately register the complaint in the register of cases of confirmed cases of Psychological violence (Appendix 3) and initiate the formation of a commission within 5 working days.

13. The commission shall consist of the responsible staff member, at least one psychologist and the head or deputy head of the Legal and Public Procurement Service, the head of the relevant center or service (if the psychological abuser is the head of the department, then the vice-rector or vice-rector for academic affairs is included in the commission instead of the head ), a representative of the University's trade union, in case of violence against a student , a representative of the University's Student Representation is also included in the commission.

14. The evidence collected about the case (e-mails, observations of colleagues, oral and written testimonies, etc.) to refer the case-by-case commission for evaluation and decision (recommendation to the rector).

15. The Commission, after analyzing the evidence provided by the Responsible Employee for a specific case of confirmed psychological violence and assessing the seriousness of the situation, but no later than 14 days after the event was recorded in the University's journal of registration of cases of psychological violence (Annex 3), shall make a proposal and a recommendation to the rector about a possible decision – to provide the rector with information about the conducted investigation, and if a case of psychological violence is found, to issue a remark, a reprimand, a severe reprimand, expulsion from the University, or the dismissal of the abuser. The Rector must make a decision within 6 working days from the date of the submitted proposal in accordance with the provisions of the Labor Code of the Republic of Lithuania.

16. Ensuring the continuity of monitoring of a possible or proven case of psychological violence, the Responsible Employee may, if necessary, inquire about the situation and later – after 3, 6, 9, etc. months.

17. All actions performed are recorded in the Journal of Registration of Possible Cases of Psychological Violence (Appendix 2) or in the University Journal of Registration of Cases of Psychological Violence (Appendix 3), respectively.

### **III. FINAL PROVISIONS**

18. Cinches are examined in accordance with the procedure established by law.

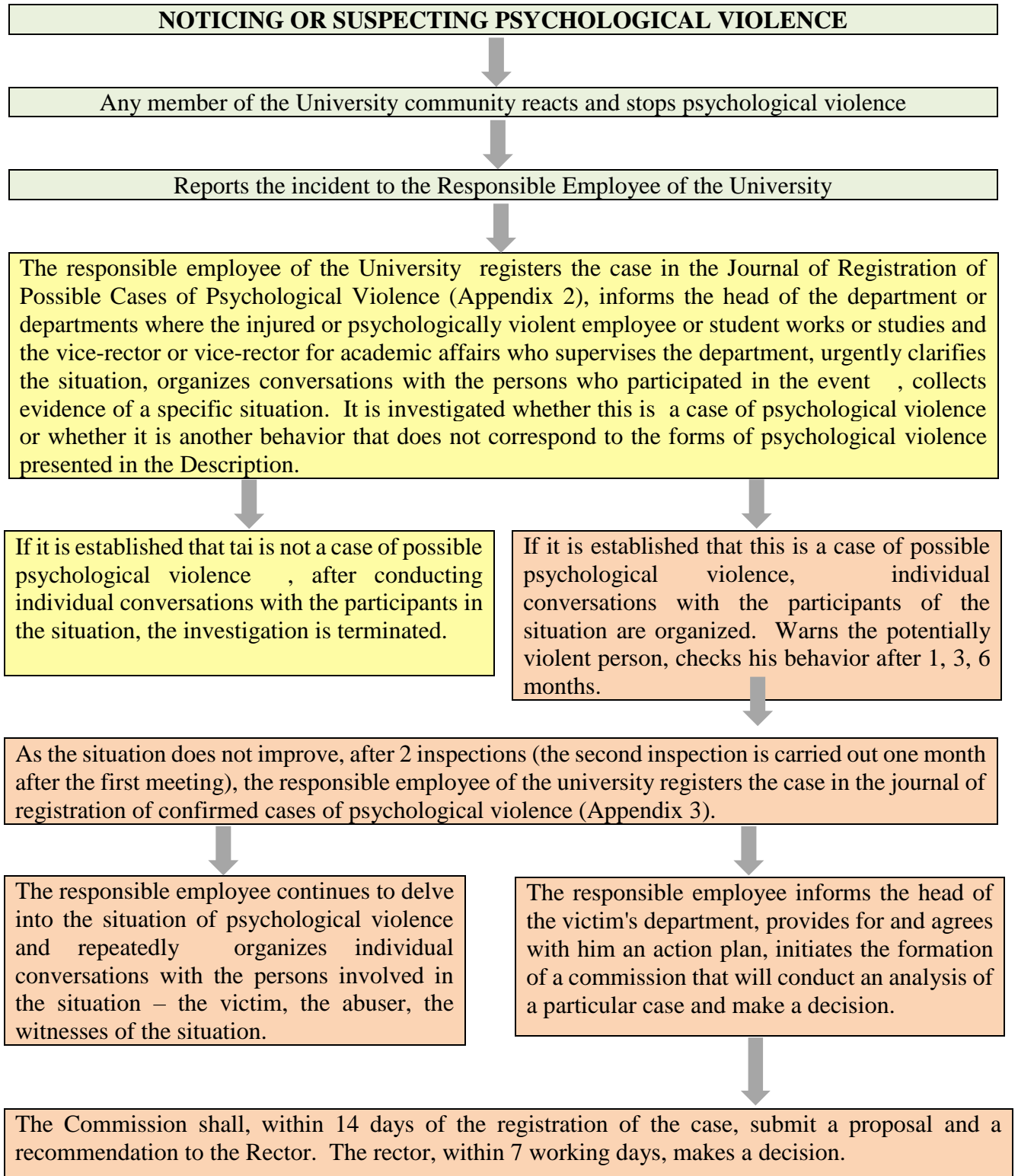
19. Journals of registration of possible and proven cases of psychological violence by the university are stored in the office of the head of the Psychological Counseling Department in a metal lockable closet.

20. All documents and data related to specific employees and students are confidential and are used only to the extent necessary for the responsible persons to perform the assigned functions, when examining cases of possible or proven psychological violence at the University.

21. If necessary and at the request of the head of a particular department of the University, vice-rector, vice-rector for academic affairs or rector, the University may organize studies on the assessment of psychosocial conditions in order to improve psychosocial conditions for employees and students and prevent psychological violence in labor and science Environment.



**MYKOLAS ROMERIS UNIVERSITY'S RESPONSE TO CASES OF PSYCHOLOGICAL VIOLENCE AND THE PROVISION OF ASSISTANCE TO THE OCCURRENCE OF JAM ALGORITHM**



**MYKOLAS ROMERIS UNIVERSITY**  
**JOURNAL OF REGISTRATION OF POSSIBLE CASES OF PSYCHOLOGICAL VIOLENCE**

<b>No.</b>	<b>Date of notification</b>	<b>Name and position of the notifier</b>	<b>Eyewitnesses to the situation (if any)</b>	<b>The person who will deal with the specific case</b>	<b>Actions performed</b>	<b>Notes</b>

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Cases of psychological violence  
description of the assessment and examination  
procedures  
Annex 3

**MYKOLAS ROMERIS UNIVERSITY**  
**JOURNAL OF REGISTRATION OF PROVEN CASES OF PSYCHOLOGICAL VIOLENCE**

<b>No.</b>	<b>Date of notification</b>	<b>Name and position of the notifier</b>	<b>Eyewitnesses to the situation (if any)</b>	<b>The person who will deal with the specific case</b>	<b>Composition of the Commission dealing with the case</b>	<b>Actions performed</b>	<b>Notes</b>

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